

## Exhibit J

**(PATROL)**  
**STANDARDIZED PERFORMANCE**  
**APPRAISAL SYSTEM**

OFFICE USE	
Raw Score	_____
Conversion Index	x .57
Final Score	_____

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

- 1) To be completed for all sworn personnel by the immediate supervisor.
- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, Ken Rank: Deputy SSN#: _____ Appt. Date: _____	Date: 12-22-17 Evaluation: _____ Annual <input checked="" type="checkbox"/> _____ Semi <input type="checkbox"/> _____	Division Police Serv. Assignment C P L T
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RATING SCALE						
Not Acceptable Performance		Acceptable Performance			Superior Performance	
1	2	3	4	5	6	7

**I. KNOWLEDGE**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy expresses sound knowledge of all ECSO day to day operations

**II. PRODUCTIVITY**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Demonstrates acceptable level of self-initiated activity and has solid problem solving skills

**III. COMMUNICATION**

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Written and oral Rts are always timely and well documented

**IV. ATTITUDE**

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Good Attitude

**V. GENERAL**

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**B. Attendance**

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Neat uniform and Appearance

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

## OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	④	5	6	7
22. Stress Conditions	1	2	3	④	5	6	7
23. Equipment Knowledge/Use	1	2	3	④	5	6	7
24. Inter-personal Transaction	1	2	3	④	5	6	7
25. Planning and Organization	1	2	3	④	5	6	7

Comment: Veteran Deputy performs well in  
all Categories

Average \_\_\_\_\_

Areas of most acceptable performance — specify: 4, 5, 6 - Dep. Achtyl demonstrates  
excellent working knowledge of his district and knows who  
is who and what they're involved in and whom with.

Deputy Achtyl has done very well with the DV Unit and  
has taken on additional responsibilities with the Underwater  
Recovery Team.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

Deputy is Satisfactory in all categories.

Justifications: Deputy Achtyl's annual stats are consistent. His knowledge  
of his district allows Dep. Achtyl to solve many crimes  
within his district due to his ability to know who is  
involved in and conducting criminal activities.

Date: 12-28-17

Supervisor's Signature

Member's Signature





**OFFICE USE**

Raw Score \_\_\_\_\_  
 Conversion  
 Index  $\times$  .57  
 Final Score \_\_\_\_\_

**(PATROL)  
 STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

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- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Division Patrol  
 Assignment DV-CPH

Annual ☒  
 Semi ☐

Date: 1-2-17  
 Evaluation:

Name: Achtyl, Ken  
 Rank: Deputy  
 SSN#:   
 Appt. Date: 6-26-00

## RATING SCALE

Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

## I. KNOWLEDGE

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

Comment: Demonstrates good working  
Knowledge of NYS Penal and Vt Laws.

## II. PRODUCTIVITY

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

Comment: Deputy Achtyl makes good decisions  
while handling calls for service

## III. COMMUNICATION

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

Comment: Reports are clearly written

## IV. ATTITUDE

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

Comment: Deputy Achtyl treats citizens  
respectfully.

## V. GENERAL

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

## B. Attendance

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

Comment: Uniform is worn properly

## OFFICE USE

4

4

4

4

Average 4

4

4

4

4

Average 4

4

4

4

4

Average 4

4

4

4

4

Average 4

4

4

4

4

4

Average 4

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	④	5	6	7
22. Stress Conditions	1	2	3	④	5	6	7
23. Equipment Knowledge/Use	1	2	3	④	5	6	7
24. Inter-personal Transaction	1	2	3	④	5	6	7
25. Planning and Organization	1	2	3	④	5	6	7

Comment: Deputy Achtyl is a reliable  
Deputy.

## OFFICE USE

4
4
4
4
4
Average 4

Areas of most acceptable performance — specify: 22 - Deputy Achtyl is reliable  
while making an arrest in a domestic situation the suspect  
began to resist. Deputy Achtyl was interviewing witnesses  
when he saw the subject begin to resist. He quickly  
reacted and assisted other Deputy in securing the suspect.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

None at this time

Justifications:

Date: 1-2-17

LT [Signature]  
 Supervisor's Signature

[Signature]  
 Member's Signature







**OFFICE USE**

Raw Score \_\_\_\_\_  
 Conversion \_\_\_\_\_  
 Index  $\times$  .57 \_\_\_\_\_  
 Final Score \_\_\_\_\_

**(PATROL)  
 STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

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- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

**Score****Explanation**

- 1 — The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
- 2 — The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
- 3 — The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
- 4 — The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
- 5 — The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
- 6 — The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
- 7 — The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, Kenneth  
 Rank: Deputy  
 SSN#: 090708829  
 Appt. Date: 6-26-00  
 Date: 12-21-15  
 Division: Patrol  
 Assignment: D.V. Deputy  
 C. Plt.  
 Evaluation: Annual  $\times$  Semi \_\_\_\_\_

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** 4- Strong Knowledge of the  
roads in Districts 4, 5, 7

**II. PRODUCTIVITY**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | 4 | ⑤ | 6 | 7 |

**Comment:** 8- Strong Presence of Officer  
safety when handling calls for service

**III. COMMUNICATION**

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** 9- Utilizes proper radio communication

**IV. ATTITUDE**

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | 4 | ⑤ | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** Enjoys his position as a  
Domestic Violence Deputy

**V. GENERAL**

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**B. Attendance**

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** Uniform is worn properly

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

## OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	④	5	6	7
22. Stress Conditions	1	2	3	4	⑤	6	7
23. Equipment Knowledge/Use	1	2	3	④	5	6	7
24. Inter-personal Transaction	1	2	3	④	5	6	7
25. Planning and Organization	1	2	3	④	5	6	7

Comment: Deputy Achtyl is a reliable Deputy

Average \_\_\_\_\_

Areas of most acceptable performance — specify: 1/- When given a task

Deputy Achtyl will be sure to complete the task. If  
needed he will seek advice of supervisor and will  
keep the supervisor informed of the progress of  
the task.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

None at this time.

Justifications:

Date: 12-21-15

LT. J. Kent  
 Supervisor's Signature

[Signature]  
 Member's Signature

# **PERFORMANCE EVALUATION COMMAND REVIEW**

**Subject Area/Categories**

	1st Line Review			2nd Line Review		
	Agree	Disagree	Score	Agree	Disagree	Score
1) Policies and Procedures	<input checked="" type="checkbox"/>					
2) Major Issues						
3) Application of Issues						
4) Assigned Area						
5) Problem Solving						
6) Self-Initiated Activity						
7) Investigative Skills						
8) Safety Procedures						
9) Oral Expression						
10) Written Expression						
11) Timeliness						
12) Accuracy						
13) View of Assignment						
14) Acceptance of Criticism						
15) Citizen Contacts						
16) Departmental Members						
17) Uniform/Clothing						
18) Grooming						
19) Tardiness						
20) Sick Leave						
21) Non-Stress Conditions						
22) Stress Conditions						
23) Equipment Knowledge/Use						
24) Inter-personal Transactions						
25) Planning and Organization						

**Instructions:** Indicate any objections or disagreements in the scoring computed by the supervisor in the comment section below. Note the specific category number initially and then specify the issues and remarks substantiating the disagreement and scoring change indicated.

**Comment (1st Line Review)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date 2/9/16



First Line Signature

**Comment (2nd Line Review)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date 2/13/16



**OFFICE USE**

Raw Score \_\_\_\_\_  
 Conversion  
 Index  $\times$  .57  
 Final Score \_\_\_\_\_

**(PATROL)  
 STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

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- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, Ken Date: 2-26-15  
 Rank: Deputy Evaluation: 4  
 SSN#: \_\_\_\_\_  
 Appt. Date: 6-21-00  
 Division: Patrol  
 Assignment: CPIT



RATING SCALE						
Not Acceptable Performance		Acceptable Performance		Superior Performance		
1	2	3	4	5	6	7

**I. KNOWLEDGE**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Strong working knowledge of NYS laws

**II. PRODUCTIVITY**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Maintains situational awareness at calls for service

**III. COMMUNICATION**

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Court paper work is completed appropriately

**IV. ATTITUDE**

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Respectful towards citizens and CO workers

**V. GENERAL**

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**B. Attendance**

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Needs to be reminded at times to wear ballistic vests

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	4	5	6	7
22. Stress Conditions	1	2	3	4	5	6	7
23. Equipment Knowledge/Use	1	2	3	4	5	6	7
24. Inter-personal Transaction	1	2	3	4	5	6	7
25. Planning and Organization	1	2	3	4	5	6	7

Comment: Deputy Ahtyl is a reliable  
officer who will complete the task at hand  
with little or no supervision.

Areas of most acceptable performance — specify: Deputy Ahtyl is a veteran  
on the platoon and provides leadership for other officers  
on platoon. Willingness to accept additional duties.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

Justifications:

Date:

2/26/15

Supervisor's Signature

Member's Signature

OFFICE USE

Average \_\_\_\_\_



**OFFICE USE**

Raw Score \_\_\_\_\_  
 Conversion \_\_\_\_\_  
 Index  $\times$  .57 \_\_\_\_\_  
 Final Score \_\_\_\_\_

**(PATROL)  
 STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

- 1) To be completed for all sworn personnel by the immediate supervisor.
- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: *ACHRYL, KEN*  
 Rank: *DEPUTY*  
 SSN#: *090-70-8829*  
 Appt. Date: *6/26/00*  
 Date: *12/19/13*  
 Evaluation: \_\_\_\_\_  
 Division: *PATROL*  
 Assignment: *CPLT. HQ - DU Spec.*  
 Annual ☒ \_\_\_\_\_  
 Semi \_\_\_\_\_

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

1. Policies and Procedures 1 2 3 4 5 6 7
2. Major Issues 1 2 3 4 5 6 7
3. Application of Issues 1 2 3 4 5 6 7
4. Assigned Area 1 2 3 4 5 6 7

**Comment:** VERY KNOWLEDGABLE OF THE GEOGRAPHIC AREA AND THE PEOPLE IN IT.

**II. PRODUCTIVITY**

5. Problem Solving 1 2 3 4 5 6 7
6. Self-initiated Activity 1 2 3 4 5 6 7
7. Alertness 1 2 3 4 5 6 7
8. Safety Procedures 1 2 3 4 5 6 7

**Comment:** ACTIVITY LEVEL IS SUFFICIENT, ALTHOUGH UTT ENFORCEMENT AND ARRESTS DECREASED FROM LAST YEAR.

**III. COMMUNICATION**

9. Oral Expression 1 2 3 4 5 6 7
10. Written Expression 1 2 3 4 5 6 7
11. Timeliness 1 2 3 4 5 6 7
12. Accuracy 1 2 3 4 5 6 7

**Comment:** REPORTS ARE ACCURATE, TIMELY.

**IV. ATTITUDE**

13. View of Assignment 1 2 3 4 5 6 7
14. Acceptance of Criticism 1 2 3 4 5 6 7
15. Citizen Contacts 1 2 3 4 5 6 7
16. Departmental Members 1 2 3 4 5 6 7

**Comment:** \_\_\_\_\_

**V. GENERAL**

- A. Appearance 1 2 3 4 5 6 7
17. Uniform/Clothing 1 2 3 4 5 6 7
18. Grooming 1 2 3 4 5 6 7

**B. Attendance**

19. Tardiness 1 2 3 4 5 6 7
20. Sick Leave 1 2 3 4 5 6 7

**Comment:** NEAT APPEARANCE, ACCEPTABLE USE OF SICK LEAVE.

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_



## OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	4	5	6	7
22. Stress Conditions	1	2	3	4	5	6	7
23. Equipment Knowledge/Use	1	2	3	4	5	6	7
24. Inter-personal Transaction	1	2	3	4	5	6	7
25. Planning and Organization	1	2	3	4	5	6	7

Comment: #22 APPEARS TO BE AT HIS BEST WHILE HANDLING THE MOST SERIOUS OF CALLS.

Average \_\_\_\_\_

Areas of most acceptable performance — specify: #22, AS STATED ABOVE.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

NONE AT THIS TIME - ADEQUATE PERFORMANCE IN ALL RATED CATEGORIES.

Justifications: ADDITIONAL VOLUNTEER DUTIES: DOMESTIC VIOLENCE SPECIALIST, WRITES PRESS RELEASES FOR LOCAL MEDIA OUTLETS.

2013 STATS: VIT: 112 INF 17 MISO. 3 FEL 14 DWI 1 DWI FEL 1 PARK 148 TOTAL

ARRESTS: 27 VIOL 86 MISO. 12 FEL 16 OTN. 141 TOTAL


CALLS: 14 TPONT, 155 RAT, 696 LOG 865 TOTAL 173 SHIFTS WORKED.

IN 2014, I WOULD LIKE TO SEE HIM BEGIN TRAINING AS A CRIME SCENE TECH, AND WORK A BPD. STRIKE FORCE ASSIGNMENT, ALONG WITH BEING APPOINTED TO THE SCUBA DIVE TEAM.

Date: DECEMBER 19, 2013

LT. W. CHANSON 

Supervisor's Signature



Member's Signature

# **PERFORMANCE EVALUATION COMMAND REVIEW**

**Subject Area/Categories**

1st Line Review			2nd Line Review		
Agree	Disagree	Score	Agree	Disagree	Score

- 1) Policies and Procedures
- 2) Major Issues
- 3) Application of Issues
- 4) Assigned Area
- 5) Problem Solving
- 6) Self-Initiated Activity
- 7) Investigative Skills
- 8) Safety Procedures
- 9) Oral Expression
- 10) Written Expression
- 11) Timeliness
- 12) Accuracy
- 13) View of Assignment
- 14) Acceptance of Criticism
- 15) Citizen Contacts
- 16) Departmental Members
- 17) Uniform/Clothing
- 18) Grooming
- 19) Tardiness
- 20) Sick Leave
- 21) Non-Stress Conditions
- 22) Stress Conditions
- 23) Equipment Knowledge/Use
- 24) Inter-personal Transactions
- 25) Planning and Organization

Instructions: Indicate any objections or disagreements in the scoring computed by the supervisor in the comment section below. Note the specific category number initially and then specify the issues and remarks substantiating the disagreement and scoring change indicated.

Comment (1st Line Review) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

First Line Signature \_\_\_\_\_

Comment (2nd Line Review) \_\_\_\_\_

*Deputy Ackley has been identified as having the ability to work in a high stress situation.*

Date *5/14* \_\_\_\_\_

*Chief S. J.*

## OFFICE USE

Raw Score \_\_\_\_\_  
 Conversion \_\_\_\_\_  
 Index  $\times$  .57 \_\_\_\_\_  
 Final Score \_\_\_\_\_

**(PATROL)  
 STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

- 1) To be completed for all sworn personnel by the immediate supervisor.
- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: *Annex, Ken*  
 Rank: *DEPUTY*  
 SSN#: *090-70-8829*  
 Appt. Date: *6/26/00*

Date: *11/30/12*  
 Evaluation: \_\_\_\_\_  
 Annual *X* \_\_\_\_\_  
 Semi \_\_\_\_\_

Division *PATROL*  
 Assignment *CPLT.*

RECEIVED  
 ERIE COUNTY SHERIFF  
 ADMINISTRATIVE OFFICE

2013 JAN 23 PM 4:54

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | 4 | ⑤ | 6 | 7 |

**Comment:** MAINTAINS ADEQUATE KNOWLEDGE OF STATE  
LAWS AND ECSU PAP. GOOD KNOWLEDGE OF PEOPLE + PLACES IN PARISH AREA.

**II. PRODUCTIVITY**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** HAS TAKEN ON EXTRA RESPONSIBILITIES WITH  
DV UNIT AND LOCAL MEDIA PRESS RELEASES.

**III. COMMUNICATION**

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** WRITTEN REPORTS ARE NEAT, ACCURATE.

**IV. ATTITUDE**

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:**

**V. GENERAL**

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**B. Attendance**

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | ④ | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | ④ | 5 | 6 | 7 |

**Comment:** NEAT UNIFORM APPEARANCE.

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_



## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	(4)	5	6	7
22. Stress Conditions	1	2	3	(4)	5	6	7
23. Equipment Knowledge/Use	1	2	3	(4)	5	6	7
24. Inter-personal Transaction	1	2	3	(4)	5	6	7
25. Planning and Organization	1	2	3	(4)	5	6	7

Comment: VETERAN DEPUTY HAS PERFORMED WELL IN ALL RATED CATEGORIES.

## OFFICE USE

Average \_\_\_\_\_

Areas of most acceptable performance — specify: \_\_\_\_\_

4, 5, 6, — DEPUTY MAINTAINS GOOD WORKING KNOWLEDGE OF PEOPLE AND PLACES THAT ARE INVOLVED IN CRIMINAL ACTIVITY.  
 10 — HAS TAKEN ON ADDITIONAL RESPONSIBILITIES OF PRESS RELEASES TO THE LOCAL MEDIA.  
 — ALSO HAS TAKEN ON ASSIGNMENT IN DOMESTIC VIOLENCE UNIT.

Areas where improvement in performance is necessary or possible (even if currently) — specify: \_\_\_\_\_

NONE AT THIS TIME

Justifications: 2012 STATS: - VIT-INTERACTION 109, MISD. 24, FEL. 7, DWI 11, FEL DWI 2, PARK 1, 154 TOTAL

ARRESTS: 54 VIOLATION 110 MISD, 11 FEL, 8 OTHER, 183 TOTAL

CALLS: 21 TPOT, 158 BRS, 463 LOG, 642 TOTAL 104 SHIFTS WORKED.

- MISSED JANUARY — APRIL OUT INJURED FROM AN ON-DUTY CAR CRASH.
- STEADY PERFORMANCE SINCE RETURN. VETERAN LEADER ON THE PLATOON.
- VOLUNTEERED TO TAKE COUNTY FAIR DETAIL. REPRESENTED THE AGENCY WELL.

Date: DEC. 19, 2012

LT. W. CRANSTON  
 Supervisor's Signature

[Signature]  
 Member's Signature



**TIMOTHY B. HOWARD**  
UNDERSHERIFF



TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202  
(716) 858-7618  
FAX: (716) 858-7680

**PATRICK GALLIVAN**  
SHERIFF

April 23, 1999

Mr. Leonard R. Lenihan  
Commissioner of Personnel  
95 Franklin Street  
Buffalo, New York 14220

RE: **ACHTYL JR., KENNETH P.**  
SS#: 090-70-8829

Dear Commissioner Lenihan:

The above named individual has recently requested to be transferred into the Erie County Sheriff's Office as a Deputy Sheriff Criminal in the Police Services Division.

Mr. Achtyl is presently working as a Police Officer for the Arcade Police Department. He has been employed with this Department since March of '98. He passed his probationary period September of '98.

Attached you will find a copy of authorization for release of information, and a completed form letter from the Arcade Police Department.

We would like your permission to transfer this individual. It would be greatly appreciated if you would advise me as to whether or not this transfer can take place.

If you have any questions, do not hesitate to contact our Personnel Clerk, Ms. Donna Jusiak, at 858-7905.

Thank you, in advance, for your cooperation in the above matter.

Very truly yours,

**TIMOTHY B. HOWARD**  
UNDERSHERIFF OF ERIE COUNTY

*This request is  
approved*

*Michael J. Eberle*

dmj

cc: Mr. Michael Eberle  
Attachments

4-28-99

**POLICE SERVICES**  
CHIEF RICHARD T. DONOVAN  
One Sheriff's Drive  
Hard Park, New York 14127  
(716) 662-5554  
FAX: (716) 662-8477

**HOLDING CENTER**  
SUPT. H. McCARTHY GIPSON  
40 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7638  
FAX: (716) 858-7712

**PROFESSIONAL STANDARDS**  
CHIEF THOMAS R. STAEBELL  
134 West Eagle  
Buffalo, New York 14202  
(716) 858-8088  
FAX: (716) 858-6630

**CIVIL PROCESS**  
CHIEF PATRICK G. FLYNN  
134 West Eagle  
Buffalo, New York 14202  
(716) 858-7606  
FAX: (716) 858-7621

**ADMINISTRATION**  
CHIEF MICHAEL A. BENSON  
10 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7630  
FAX: (716) 858-7680



TIMOTHY B. HOWARD  
UNDERSHERIFF

TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202  
(716) 858-7618  
FAX: (716) 858-7680

**PATRICK GALLIVAN**  
SHERIFF

March 12, 1999

Arcade Police Department  
Personnel Office  
17 Church Street  
Arcade, New York 14009

RE: ACHTYL JR., KENNETH P.

To Whom It May Concern:

The above mentioned individual has applied for a Deputy Sheriff Criminal position with this Office.

We ask that you furnish the following information concerning employment with your Department. Enclosed you will find authorization for release of information.

1. Name: ACHTYL JR., KENNETH P.
2. Social Security #: 090-70-8829
3. Title at time of appointment: Police Officer (part time)
4. Title and number of State Civil Service Examination for eligible list from which appointed: Exam Number 68-799 OC Police Officer
5. Title of current or last position held: Police Officer (part time)
6. Dates of employment with your Office: 3/09/98 to present
7. Duration of Probationary Period: 6 months
8. Did applicant successfully complete this probationary period: Yes X No

POLICE SERVICES  
CHIEF RICHARD T. DONOVAN  
One Sheriff's Drive  
Orchard Park, New York 14127  
(716) 662-5554  
FAX: (716) 662-8477

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ADMINISTRATION  
CHIEF MICHAEL A. BENSON  
10 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7630  
FAX (716) 858-7680

Achtyl Jr., Kenneth P.

-2-

March 12, 1999

9. If yes, please state date of completion: 9/09/98

10. Overall attendance record:

     below average      average      above average   x   excellent

11. Has Mr. Achtyl been the subject of any disciplinary action while in your employment? If so, please describe briefly:

NO

12. Is there any disciplinary action or other charge now pending concerning this employee?

If so, please describe:

None

13. Is Mr. Achtyl currently an employee in good standing with your organization?

Yes   x   No     

COMPLETED BY:

TITLE:

John Lavel  
Chief of Police

DATE:

3/17/99

Please return this information along with a copy of the individuals roster card. If you have any questions, or need any assistance, please do not hesitate to contact our Personnel Clerk, Ms. Donna Jusiak, at (716) 858-7805.

Sincerely,



TIMOTHY B. HOWARD  
UNDERSHERIFF OF ERIE COUNTY

mj  
Enclosure

TIMOTHY B. HOWARD  
UNDERSHERIFF



TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202  
(716) 858-7618  
FAX: (716) 858-7680

PATRICK GALLIVAN  
SHERIFF

ERIE COUNTY SHERIFF'S APPLICATION # 99-35

PLEASE READ THE FOLLOWING BEFORE COMPLETING THE  
ATTACHED SHERIFF'S OFFICE EMPLOYMENT APPLICATION.

READ EACH QUESTION CAREFULLY AND ANSWER FULLY.  
ANY FALSE STATEMENT OR INTENTIONAL OMISSION GIVEN  
IN THIS APPLICATION IS JUST CAUSE FOR DISMISSAL OR  
DISQUALIFICATION. PRINT NEATLY AND LEGIBLE, USE INK.  
APPLICATION MAY ALSO BE TYPED.

I, Kenneth P. Achtyl, Jr, HEREBY  
UNDERSTAND THAT AS A PROSPECTIVE EMPLOYEE OF THE  
ERIE COUNTY SHERIFF'S OFFICE I WILL NOT AND CANNOT BE  
GUARANTEED A PARTICULAR SHIFT. I FURTHER  
UNDERSTAND THAT SHIFT ASSIGNMENT IS BASED UPON  
SENIORITY, AND THAT I MAY BE REQUESTED TO WORK  
FORCED OVERTIME.

CRIMINAL TRANSFER

Kenneth P. Achtyl Jr  
Signature

2-25-99  
Date

POLICE SERVICES  
CHIEF RICHARD T. DONOVAN  
One Sheriff's Drive  
Orchard Park, New York 14127  
(716) 662-5554  
FAX: (716) 662-8477

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ADMINISTRATION  
CHIEF MICHAEL A. BENSON  
10 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7630  
FAX: (716) 858-7680

**AUTHORIZATION FOR RELEASE OF INFORMATION**

TO:

ANY COURT OF LAW, PROBATION DEPARTMENT, POLICE DEPARTMENT, CREDIT BUREAU, EDUCATIONAL INSTITUTION, MEDICAL INSTITUTION OR HOSPITAL, PHYSICIAN, ANY EMPLOYER, PAST OR PRESENT, OR THE UNITED STATES SELECTIVE SERVICE SYSTEM.

I, Kenneth P. Achtyl, Jr, HAVING MADE APPLICATION WITH THE ERIE COUNTY SHERIFF'S OFFICE FOR EMPLOYMENT, DO HEREBY AUTHORIZE TO THE ERIE COUNTY SHERIFF'S OFFICE, TO OBTAIN ANY RECORDS OR INFORMATION REGARDING MY EMPLOYMENT APPLICATION, SAID INFORMATION WILL INCLUDE ARREST AND CONVICTION RECORDS, CREDIT RECORDS, REFERENCE INFORMATION, AND SCHOOL RECORDS.

Kenneth P Achtyl Jr  
Signature

4056 HARWOOD AVE

Blasdell, NY 14219  
Address

12-25-72  
Date of Birth

090-70-8829  
Social Security #

STATE OF: New York

COUNTY OF: Erie

ON THIS 2ND DAY OF MARCH 19 99

BEFORE ME PERSONALLY APPEARED

Kenneth P. Achtyl Jr. TO ME  
KNOWN AND KNOWN TO ME TO BE THE SAME PERSON DESCRIBED IN AND  
WHO EXECUTED THE FOREGOING INSTRUMENT, AND HE DULY  
ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

DENNIS P. FARRELL  
Notary Public, State of New York  
Qualified in Erie County  
My Commission Expires Apr. 30, 2000

Dennis P. Farrell



**ERIE COUNTY SHERIFF'S OFFICE  
10 DELAWARE AVE**

**APPLICATION FOR EMPLOYMENT**

1. Achtyl, Jr. Kenneth P.  
Surname First M.I.
2. 4056 HARWOOD AVE Right  
Street # Street Name Apt#/Suite  
Blasdell - Hamburg NY 14219  
City/Town/Village (Please circle one) State Zip Code
3. Telephone #: 828-2237 855-6405  
Home Work/Other
4. 12-25-72 26 5. 5'7" 195  
Date of Birth Age in Years Height Weight
6. Green Brown Light  
Color of Eyes Color of Hair Complexion
7. Give any name you have used or been known by, and state reason(s), if none, state none.  
None
8. A. Social Security #: 090-70-8829  
B. Are you a Citizen of the United States? Yes X No       
If you are not a citizen of the U.S., do you have the  
legal right to accept employment in the U.S.? Yes      No

**FOR THE PURPOSE OF A BACKGROUND INVESTIGATION  
THE FOLLOWING QUESTIONS MUST BE COMPLETED**

9. In chronological order, state each place in which you have resided during the last ten years.  
(If more space is needed, please attach an additional sheet.)

From/To	Address:	City/Town/Village	State	Zip Code
11/97 - current	4056 Harwood Ave	Blasdell	NY	14219
8/96 - 11/97	4039 Knoll Dr, Apt 6	Hamburg	NY	14075
12/72 - 8/96	9731 New Oregon Rd	Eden	NY	14057

10. Have you ever been arrested? YES \_\_\_ NO ☒   
(If yes, list dates, types of arrests, ie., violation, misdemeanor, felony etc.)

---



---



---

11. Have you ever been convicted of a crime? YES \_\_\_ NO ☒   
(If yes, give dates of conviction and disposition of each crime.)

---



---



---

12. Do you own or possess any pistol/revolver or firearm? YES ☒ NO \_\_\_   
(If yes, please give details below regarding make, model, caliber and serial number.)

Glock model 23 40 BCY930US

---



---

13. Have you ever been rejected by any Law Enforcement Agency? YES \_\_\_ NO ☒   
(If yes, please explain reason for being rejected.)

---

20. Have you, or any corporation or partnership of which you were an officer, director or partner, ever possess a license or permit (excluding drivers license or learners permit) issued by any governmental agency?

YES ☒ NO ☐

NYS Pistol Permit # 42006

NYS Municipal Police and Council Training Certification,

NYS Certified Doppler Traffic Radar operator, NYS Breathalyzer operator Permit.

NYS Fire Training Essentials course.

21. List below, chronologically, earliest date first, each place you have been employed. **OMIT NONE.** Give dates of idleness between each period of employment in proper sequence. (Include part-time employment)

FROM / TO	NAME & ADDRESS OF EMPLOYER Include: # Street, City, State, Zip	PHONE #	POSITION HELD	REASON FOR LEAVING
4/89 - 10/89	Burgee King Restaurant Camp/Scranton Rd, Hamburg NY 14075	648-5060	cook/cashier	Better paying Job
10/89 - 10/91	Illo D. Paolo's Restaurant 3795 South Park Ave, Blasdell NY 14219	825-3675	Dishwasher/cook	Cleaner Job
7/91 - 3/92	TOPS MARKETS Camp/Scranton Rd, Hamburg NY 14075	515-3300	Cashier	Full time Job
10/91 - 3/92	Miller's Greenhouses 3240 Webster Rd, Eden NY 14057	648-6060	laborer	Full time Job
11/91 - 12/92	RJD Security 134 West Chippewa ST, Buffalo NY 14202	855-1766	Security officer Part - Time	Conflict with Full time Job
3/92 - 2/92	Marine Midland Bank 1 Marine CTR, Buffalo NY 14203	841-2424	Bank Teller	Promotion
12/92 - 5/98	Marine Midland Bank 1 Marine CTR, Buffalo NY 14203	841-7100	Security operator	Full time Police Job
4/93 - 1/95	Eden Police Department 2795 East Church ST, Eden NY 14057	992-9211	Part time Police Dispatcher	Part time Police Job
1/95 - Current	Gowanda Police Department 27 East Main ST, Gowanda NY 14070	532-2020	Part-Time Police officer	still employed Part - Time
4/96 - 10/96	Salamanca Police Department 1 Barrett Dr, Salamanca NY 14779	945-2330	Part-Time Police officer	Location Rate of Pay
10/97 - 12/98	Eden Police Department 2795 East Church ST, Eden NY 14057	992-9211	Part-Time Police officer	Conflict with work schedule and Family/Newborn daughter.
3/98 - Current	Arcade Police Department 17 Church ST, Arcade NY 14009	492-3111	Civil Service Police officer	Still employed
5/98 - Current	Niagara Frontier Transportation Authority Police Department 1404 Main ST, Buffalo NY 14209	855-6405 855-6404	Police officer	Still employed

22. Has any license or permit (excluding drivers license/learners permit) issued by the City, County, State or Federal agency every been denied to you or to any corporation, partnership, or which you were an officer, director or partner?

YES ☐ NO ☒

14. Do you use alcoholic beverages? YES ☒ NO ☐  
(If yes, give details below.)  
Once to twice a year at weddings or other  
special occasions. Very minimal. Not on a regular basis.
15. Do you use, or have you ever used narcotics, marijuana, cocaine or barbiturates? (If yes, give details below.) YES ☒ NO ☐  
experimental, tried marijuana once  
at 15 years old, under peer pressure.
16. What is your present occupation(s), and for what company(s)?  
Police Officer - Village of Arcade Police Dept.  
Police Officer - Niagara Frontier Transit Police Dept.  
Police officer - Village of Getzville Police Dept.
17. Are you now engaged in any business as an owner, partner (active or silent), stockholder, or corporate member? YES ☐ NO ☒
18. Were you ever discharged or asked to resign from a position of employment? (If yes, give details below.) YES ☐ NO ☒
19. Were you ever subjected to disciplinary action in connection with any employment? (If yes, give details below.) YES ☐ NO ☒

23. What is your current military status? (If any)

Awaiting Draft: \_\_\_\_\_

Veteran: \_\_\_\_\_

Reserve Unit: \_\_\_\_\_

Physically Disabled: \_\_\_\_\_

No Obligation: No Obligation

24. If you are Non-Prior Military Service, what is your draft classification?

Registered Selective Service # 72-1375548-6

25. If you have had Military Service, complete the following:

Branch of Service: \_\_\_\_\_

Rank Held: \_\_\_\_\_

Service Number: \_\_\_\_\_

Military Occupational Specialty: \_\_\_\_\_

Date of Active Military Service (to, from and where):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. How many discharges or separations from the service were you given?  
(Include Active duty and Reserve Service)

27. What type of discharge and reason?

\_\_\_\_\_  
\_\_\_\_\_

28. Date of expiration for Reserve Enlistment? \_\_\_\_\_



29. What is the highest level of education completed? 14 / 2 years of College
30. Are you now attending any school or course of instruction? YES ☐ NO ☒  
(If yes, please list school and courses being taken)
31. What college degrees or professional licenses do you hold?  
 - Municipal Police and Training Council Certification State of NY  
 - Associates Degree Criminal Justice  
 - certified as a NYS Doppler Traffic Radar operator and Breathalyzer operator.
32. List in chronological order all academic schools and colleges you are now and have attended: (If more space is needed, please attach additional sheet)

From: To: Mo/Yr - Mo/Yr	Name of School (Indicate if Elementary, High School or College)	Address	Highest Grade Completed
9/78 - 6/86	Eden Elementary School	8289 N. Main St Eden NY 14057	7th
9/86 - 6/91	Eden Jelsa High School	3150 Schoolview Rd Eden NY 14057	12th
9/91 - 1/94	Erie Community College	6205 Main St Williamsville NY.	14th
4/94 - 1/95	Genesee Community College RPTI Police Academy	1 College Dr. Batavia NY.	NYS Municipal Police Training Council Certification.
2/18 - 2/21/97	Buffalo Police Training Academy	74 Franklin Buffalo NY 14202	NYS Breathalyzer Certification

33. Are you a member of any organization which you consider relevant to your ability to perform this job? YES ☐ NO ☒

Name of Organization:	Date Joined:	Any Office Held:

34. Have you ever been bonded? (If yes, list below) YES \_\_\_ NO X

35. Were you ever refused a bond? (If yes, state reason below) YES \_\_\_ NO X

36. Do you possess a valid NYS Drivers License? YES X NO \_\_\_

If yes, give license number: 644-320-480

Type of license: Passenger Number Classification: D

37. Have you ever possessed a Chauffeur's or Drivers license issued by another state? (If yes, list details below) YES \_\_\_ NO X

38. Have you ever had your license suspended or revoked? (If yes, give details below) YES \_\_\_ NO X

39. Do you possess any Law Enforcement experience? YES X NO \_\_\_  
If yes,

Where: Village of Arcade Police Department

Duties: General Police duties to include enforcing laws of the state and village ordinances. Traffic enforcement. Community services.

Length of Service: 3-98 to current

Reason for Leaving: Still employed

39. continued on Additional sheet of paper.

40. If you are appointed to the Erie County Sheriff's Office, do you plan to make this your only employment? YES ☒ NO ☐
41. Are you willing to work nights? YES ☒ NO ☐  
 Are you willing to work weekends? YES ☒ NO ☐  
 Are you willing to work holidays? YES ☒ NO ☐
42. Do you have any knowledge or information, in addition to what was specifically called for in the preceding questions, which is or may be evident, directly or indirectly, in connection with an investigation of your eligibility or fitness for a position with the Erie County Sheriff's Office including, but not limited to knowledge or mental conditions, habits, employment, education, associations, criminal records, traffic violations or references? (If yes, give details below) YES ☐ NO ☒  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
43. List names and addresses of three (3) references (not relatives, former employers, or school teachers) who are responsible adults of reputable standing in their community, whom you have known for at least five (5) years:

Name:	Address & Phone Number:	Occupation:	Years Known:
Michael Felschow	4148 Tasseff Terrace Hamburg NY, 14075 649-8643	Town of Eden Police Department Lieutenant	8 years
Richard Bishop	2055 Pontiac Rd Eden, NY 14057 337-3534	Retired Erie County Sheriff's Deputy / Accident Investigator	7 years
Allen Schmitt, Jr	10024 New Oregon Rd Eden NY 14057 992-9105	Dairy Farmer and Steelworker	21 years

39. where: Niagara Frontier Transit Authority Police Department  
Duties: Respond to complaints and enforce laws of the state and local ordinances on the metro rail, Bus Terminals, and Airports in Erie and Niagara counties  
Length of Service: 5/98 to CURRENT  
Reason for leaving: Still employed

where: Village of Gowanda Police Department, Gowanda N.Y.  
Duties: General Police officer duties including enforcing laws and responding to complaints, Traffic enforcement, Community Service.  
Length of Service: 1/95 - CURRENT  
Reason for leaving: Still employed Part time

where: Town of Eden Police Department, Eden N.Y.  
Duties: General Police officer patrol duties including enforcing laws and responding to complaints, Traffic enforcement, Community Service  
Length of Service: 10/97 - 12/98 Part-time  
Reason for leaving: Conflict with Full time Job and Family (newborn daughter)

where: City of Salamanca Police Department, Salamanca N.Y.  
Duties: General Police Duties including enforcing laws of the state and City and Respond to complaints. Enforce Traffic, Desk officer to answer 9-1-1 and dispatch calls  
Length of Service: 4/96 - 10/96 Part-time  
Reason for leaving: Location and Rate of Pay

where: Town of Eden Police Department, Eden N.Y.  
Duties: Police Dispatcher - answer 9-1-1 and other phones dispatch information to Police vehicles, operate CPS Computer  
Length of Service: 4/93 - 1/95 Part-time  
Reason for leaving: obtained Part-time Police Officer position

44. Prepare in your own words a statement of what your reasons are for wanting to become a member of the Erie County Sheriff's Office, and why you feel you are qualified for the position for which you applied?

The reasons I would like to become a member of the Erie County Sheriff's office is to fulfill a career dream as a law enforcement officer dedicated to protecting and serving the residents of my native County. Also, as a member of the Erie County Sheriff's office, I would be achieving a personal goal of joining a professional law enforcement agency that covers a wide spectrum of geographical area and has opportunities for advancement. Another reason I would like to become a member of the Erie County Sheriff's office is that the position would offer a challenging career in law enforcement.

I feel I am qualified to serve as a deputy Sheriff because I am hard working and dedicated to law enforcement. Also, I am constantly willing to learn and accept greater responsibilities. I feel with standard departmental on the job training, I would rapidly adapt to any duty assignment and to the rules and regulations of the Erie County Sheriff's office. I possess a two year degree in Criminal Justice from Erie Community college, where I maintained grade point average of 3.0. I am also certified as a Police officer by the New York State Municipal Police and Training Council and graduated with honors from my police academy class in 1995 receiving an academic achievement award. I possess over eight years experience in various positions in law enforcement. Beginning my career at eighteen years of age, I dedicated my time as a volunteer reserve police officer and as a police dispatcher for the Town of Eden

(page 1 of 2)



44. Prepare in your own words a statement of what your reasons are for wanting to become a member of the Erie County Sheriff's Office, and why you feel you are qualified for the position for which you applied?

Police Department. I also served as a volunteer fireman for seven years and have obtained a essentials in fireman ship certificate from New York state. I also served as a volunteer for four years with the Eden Emergency Squad, where I became a certified first responder, and assisted in rescue operations and transports of persons in need of medical attention to the hospital. I have prior experience as a court bailiff and security officer. I have over four years of road patrol experience working for various police agencies in Erie County and western New York. This past year being of Civil Service Status with the Village of Arcade Police Department. I am a certified Doppler traffic radar operator and a New York state certified breathalyzer operator. I am also certified by Central Police services as a New York State Police Information network computer operator. I have attended in service training annually, including Hazmat training, blood borne pathogens training and domestic violence training. I have qualified biannually at firearms range instruction. In 1997 I was a Erie County Stop-DWI award recipient.

If given an opportunity to serve as a deputy Sheriff, I would proudly serve the residents of Erie County, and I feel I would be a true asset to the Erie County Sheriff's Office.

(Page 2 of 2).

45. STATE OF NEW YORK  
CITY OF BUFFALO  
COUNTY OF ERIE

I, Kenneth P. Achtyl, Jr., BEING DULY SWORN, DEPOSE AND SAY THAT I AM THE ABOVE NAMED PERSON. I SIGNED THE FOREGOING STATEMENT. I PERSONALLY READ AND PRINTED OR TYPED, BY HAND, ANSWERS TO EACH AND EVERY QUESTION THEREIN, AND I DO SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS FULL, TRUE AND CORRECT IN EVERY RESPECT.

Kenneth P. Achtyl, Jr.  
APPLICANTS SIGNATURE

SWORN TO ME BEFORE, THIS 2ND

DAY OF MARCH, 19 99

Dennis P. Farrell

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

DENNIS P. FARRELL  
Notary Public, State of New York  
Qualified in Erie County  
My Commission Expires Apr. 30, 2000

**TRANSFER**

**NAME:** Achtyl Jr. Kenneth P. **TITLE:** Deputy Sheriff Criminal **#:** 090-70-8829

**ADDRESS:** 4056 Harwood Avenue-Right, Blasdell, New York 14219

**PHONE #:** 828-2237 / 855-6405

**DOB:** 12-25-72

**APP SENT:** 02-23-99  
**ORAL REVIEW:** 05-25-99  
**AGILITY:** \_\_\_\_\_  
**POLYGRAPH:** 2-1-00

**APP RETURNED:** 03-09-99  
**BACKGROUND INV:** 10-19-99  
**FINGERPRINTS:** 10-5-99  
**MEDICAL:** \_\_\_\_\_  
**PSYCHOLOGICAL:** \_\_\_\_\_

**IS INDIVIDUAL A / REAPPOINT / REHIRE / TRANSFER** Yes / Transfer / Arcade Police Department

**IF REHIRE, TRANSFER, MEMO FOR APPROVAL SENT TO PERSONNEL:** 04-23-99 **APPROVED:** 4-28-99

**FORWARD TO INDIVIDUAL FOR COMPLETION:**

**EMPLOYEE HANDBOOK** ☒ **HEALTH INSURANCE INFO** ☒ **PO-30X** ☒ **PO-8** ☒ **PRSNL INFO** ☒ **H.C. INFO** ☒  
**RIDGE INFO** ☒ **PT APPL** ☒ **W-4 FORM** ☒ **I.D. FORM** ☒ **RETIREMENT APPL** ☒ **VETERANS INFO** ☒  
**COBRA** ☒ **I-9 FORM** ☒ **DRIVERS LICENSE & SS#** ☒ **H.S. DIPLOMA** ☒ **DIRECT DEPOSIT** ☒ **UNITED WAY** ☒

**OTHER INFO NEEDED**

**VETERANS RETENTION RIGHTS?** YES/NO NO  
**TYPE OF HEALTH INSURANCE CHOSEN** Waiver **FAMILY/SINGLE** SINGLE  
**GHI DENTAL INSURANCE - YES/NO - FAMILY/SINGLE** NO  
**INFORMED ABOUT UNIFORM ALLOWANCE?** YES/NO NO  
**HEPATITUS SHOT?** YES/NO NO  
**FALLEN EMERGENCY SERVICES PROVIDER PROGRAM?** YES/NO NO  
**PAPERWORK COMPLETED**

**APPT LTR SENT:** 6-9-00 **START DATE:** 6-26-00  
**SENIORITY DATE:** 6-26-00 **TYPE OF APPT:** COPT PERM  
**INCREMENT:** 01-01-01 **INS BEGINS:** 8-1-00

**PO-1** ☒ **INDEX CARD** \_\_\_\_\_ **PERSONNEL CARD** \_\_\_\_\_ **EVALUATION BOOK** \_\_\_\_\_

**REMARKS IF ANY**


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**ERIE COUNTY SHERIFF'S OFFICE**  
**M E M O R A N D U M**

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**MEMO TO:** Ms. Mary Ann J. Zajdowicz  
Administrative Coordinator

**FROM:** Donna M. Jusiak, Personnel Clerk

**DATE:** May 29, 2001

**SUBJECT:** ACHTYL, KENNETH P. / D.S. CRIMINAL / TRANSFER

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**For your information:**

**The above individual was hired as a transfer. All transfers are hired into either a Contingent Permanent or Permanent status position, because they served their probationary period with the other agency.**

**The attached is for you to review and return.**

**Thank you.**

ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION

DATE MEMO SENT: 07-19-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

Am presently his supervisor and have only been able to work w/indiv. 7 days.

2. This employee's tasks have been as follows:

- a. Patrol County Bldgs. Protection of Life and Prop.
- b. Enforcement of Laws & Regulations that are Police Responsibility
- c. Detection and arrest of offenders & wanted persons
- d. Crime Prevention through High Police Visibility
- e. Public Service through providing assistance - information and direction

3. How often has this employee been: LATE ☐ ABSENT ☐

4. What would you say are this employee's greatest assets?

Prior Police Experience - NFTA

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

Too Early To Evaluate



6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

No Early to Evaluate

7. What do you feel about this employee's:

ATTITUDE: good

MORALE: good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

No Early to Evaluate

9. Please list other supervisors that know and work with this employee:

na / 1st Supervisor

10. Please list other permanent employees that know and work with this employee:

Robt. Trovetti

A. Musacchio

Maura Kuzynski

11. Other remarks if necessary:

Completed by:

Sgt. J. Ryan

Date completed:

7/31/00

Employee Signature:

J. K. P. A. M. S.

ECSO-AS10

ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION

DATE MEMO SENT: 08-18-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

Presently his Supervisor

2. This employee's tasks have been as follows:

- a. Foot Patrol (County Bldgs.)
- b. Advantages } Personal Contact with Public
- c. In depth knowledge of Patrol Area
- d. Greater Development for Sources of Information
- e. High Visibility (Discourages Crim. Activity)

3. How often has this employee been: LATE ☐ ABSENT ☐

4. What would you say are this employee's greatest assets?

Prior Experience NFTA

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

None Present as Yet.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

na

7. What do you feel about this employee's:

ATTITUDE: good

MORALE: good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Still evaluating

9. Please list other supervisors that know and work with this employee:

1st Supervisor

10. Please list other permanent employees that know and work with this employee:

K. Hetey

B. Nowak

11. Other remarks if necessary:

Completed by:

Sgt. J. Ryan

Date completed:

8/24/00

Employee Signature:

Ryan P. Anderson

ECSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

DATE MEMO SENT: 09-19-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

Supervisor 2mas.

2. This employee's tasks have been as follows:

a. Foot Patrol Procedures

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

3. How often has this employee been: LATE \_\_\_\_\_ ABSENT \_\_\_\_\_

4. What would you say are this employee's greatest assets?

Prior Experience

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

None noted @ present

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

Should be ongoing w/ FTO

7. What do you feel about this employee's:

ATTITUDE: good

MORALE: good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Previous Experience

8. Please list other supervisors that know and work with this employee:

\_\_\_\_\_  
\_\_\_\_\_

9. Please list other permanent employees that know and work with this employee:

Brian Nawak

Ken. Hitey

10. Other remarks if necessary:

\_\_\_\_\_  
\_\_\_\_\_

Completed by:

Dgt. J. Ryan

Date completed:

9/25/00

Employee Signature:

Ken Hitey

ECSO-AS10



ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION

DATE MEMO SENT: 10-19-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

Day shift Supervisor

2. This employee's tasks have been as follows:

- a. Learn patrol areas
- b. Familiarization of Forms and procedures
- c. Routine Patrol
- d. Prisoner Transports
- e. Answer Calls For Police Service

3. How often has this employee been: LATE None ABSENT None

4. What would you say are this employee's greatest assets?

Willingness and eagerness to learn the job

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

Unfamiliarity with our procedures and methods - These will improve with time - He is currently on FTO to address these issues

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

Yes - Finish up 5 weeks of FTO

7. What do you feel about this employee's:

ATTITUDE: Very Good

MORALE: Very Good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Yes - After more training

8. Please list other supervisors that know and work with this employee:

Capt Gourlay  
Lt Kowalski

Sgt McMahon

9. Please list other permanent employees that know and work with this employee:

Deputy Scanio  
Deputy Zamorek

10. Other remarks if necessary:

Completed by:

Brad Pitt

Date completed:

10/25/00

Employee Signature:

Kenneth Pacheco, Dep.

ECSO-AS10

ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION

DATE MEMO SENT: 11-17-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

FIRST LINE SUPERVISOR.

2. This employee's tasks have been as follows:

- a. PATROL DEPUTY - CURRENTLY ASSIGNED TO VARIOUS DISTRICTS
- b. ENFORCEMENT OF VARIOUS LAWS.
- c. TRAFFIC ENFORCEMENT AND ACCIDENT INVESTIGATIONS.
- d. RESPONDING TO CITIZEN COMPLAINTS.
- e. COMMUNITY RELATIONS/ASISTING THE GENERAL PUBLIC.

3. How often has this employee been: LATE 0 ABSENT 0

4. What would you say are this employee's greatest assets?

DEPUTY ACHTYL SEEMS WILLING TO LEARN THE VARIOUS ASPECTS  
REQUIRED WHEN WORKING IN A COUNTY AGENCY.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

DEPUTY ACHTYL NEEDS TO BE MORE AWARE OF THE REQUIREMENTS  
OF THIS AGENCY. THIS WILL COME WITH TIME.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

DEPUTY ACTHYL NEEDS TO BECOME MORE PROFICIENT WITH  
PAPERWORK. THIS SHOULD COME WITH PRACTICE.

7. What do you feel about this employee's:

ATTITUDE: GOOD

MORALE: GOOD

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

ONCE HE BECOMES MORE ACCLIMATED TO THE WORKINGS OF THIS  
AGENCY, HE SHOULD MAKE A GOOD ADDITION TO THE DEPARTMENT.

8. Please list other supervisors that know and work with this employee:

SGT. DEPERNO

SGT. ROTH

9. Please list other permanent employees that know and work with this employee:

DEPUTY YOUNG

DEPUTY BRONISZ

10. Other remarks if necessary:

Completed by: SGT. TRZEWIECZYNSKI

Date completed: 11/21/00

Employee Signature: *SGT Trzewieczynski*

ECSSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

DATE MEMO SENT: 12-22-00

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

FIRST LINE SUPERVISOR

2. This employee's tasks have been as follows:

- a. ENFORCE V & T LAWS
- b. ENFORCE PENAL LAWS
- c. ACCIDENT INVESTIGATIONS
- d. ANSWER ROUTINE POLICE CALLS
- e. WORK WITH AND AID THE PUBLIC

3. How often has this employee been: LATE 0 ABSENT 0

4. What would you say are this employee's greatest assets?

willingness to learn and participate in the Patrol Division

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

Work on speeding up his paper work and complete a call  
in less time.



6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

NOT AT THIS TIME

7. What do you feel about this employee's:

ATTITUDE: GOOD

MORALE: GOOD

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

He will make a positive addition when he becomes relaxed with  
the paperwork and the County in general

8. Please list other supervisors that know and work with this employee:

SGT. TRZEWIECZYNSKI

SGT. ROKITKA

SGT. ROTH

9. Please list other permanent employees that know and work with this employee:

Dep. Bronisz

Dep. Young

Dep. Parker

Dep. Anthony

10. Other remarks if necessary:

None

Completed by: Sgt. K. DePerno

Date completed: 12-28-00

Employee Signature: 

ECSSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

DATE MEMO SENT: 01-19-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:  
AS A FIRST LINE SUPERVISOR

2. This employee's tasks have been as follows:

- a. ENFORCE VEHICLE AND TRAFFIC LAWS
- b. ENFORCE PENAL LAW
- c. COMMUNITY POLICING
- d. HANDLING OF CITIZEN COMPLAINTS
- e. PRISONER TRANSPORTS

3. How often has this employee been: LATE 0 ABSENT 1

4. What would you say are this employee's greatest assets?

DEPUTY ACHTYL HAS PRIOR POLICE EXPERIENCE WHICH HAS  
HELPED HIM ADJUST TO THIS DEPARTMENT

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

DEPUTY ACHTYL IS BECOMING MORE COMFORTABLE WITH THE  
RULES AND REGULATIONS OF THIS DEPT. AND IS IMPROVING ON  
REQUIRED PAPERWORK, WHEN HE IS TOTALLY UP TO SPEED ON THIS  
HE WILL BE A GREAT ASSET.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

NONE NEEDED AT PRESENT

7. What do you feel about this employee's:

ATTITUDE: GOOD

MORALE: GOOD

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

OVERALL DEPUTY ACHTYL WILL MAKE A POSITIVE ADDITION TO

THIS DEPARTMENT, HE STILL NEEDS A LITTLE IMPROVEMENT ON

PAPERWORK AND TIME FRAMES WHEN HANDLING CALLS, BUT IS STEADILY

- IMPROVING,  
8. Please list other supervisors that know and work with this employee:

SGT. DEPERNO

SGT. ROKITKA

9. Please list other permanent employees that know and work with this employee:

DEPUTY DUDEK

DEPUTY ROUSSIE

DEPUTY BRONISZ

DEPUTY YOUNG

10. Other remarks if necessary:

NONE

Completed by: SGT. TRZEWIECZYNSKI

Date completed: 1/19/2001

Employee Signature: 1K-P Achtyl Deputy #302 ECSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

5-26-01

may

DATE MEMO SENT: 02-19-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

FIRST LINE SUPERVISOR

2. This employee's tasks have been as follows:

a. ENFORCE VEHICLE AND TRAFFIC LAWS

b. ENFORCE PENAL LAWS

c. HANDLE CITIZEN COMPLAINTS

d. COMMUNITY POLICING

e. ROUTINE POLICE PATROL DUTIES

3. How often has this employee been: LATE 0 ABSENT 1

4. What would you say are this employee's greatest assets?

KEN ACHTYL IS A HIGHLY MOTIVATED EMPLOYEE, WHO IS

EAGER TO PERFORM HIS DUTIES.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

DEPUTY ACHTYL NEEDS TO IMPROVE HIS PAPERWORK. HE NEEDS TO

BECOME MORE EXPEDIENT AND KNOWLEDGEABLE IN ARREST PAPERWORK.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

IF HIS PAPERWORK DOES NOT IMPROVE, HE MAY NEED SOME  
ASSISTANCE IN THIS AREA.

7. What do you feel about this employee's:

ATTITUDE: GOOD

MORALE: GOOD

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

YES. ONCE DEPUTY ACHTYL CALMS DOWN A LITTLE AND IMPROVES  
HIS PAPERWORK, HE WILL BE A DEFINITE ASSET TO THIS DEPARTMENT.

8. Please list other supervisors that know and work with this employee:

SGT. DEPERNO

SGT. ROKITKA

9. Please list other permanent employees that know and work with this employee:

DEPUTY PIEL

DEPUTY YOUNG

DEPUTY DUDEK

10. Other remarks if necessary:

Completed by: Sgt. Tazewicz

Date completed: 2/22/01

Employee Signature: [Signature]

ECSO-AS10



**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

5-26-01

DATE MEMO SENT: 03-21-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:  
FIRST LINE SUPERVISOR

2. This employee's tasks have been as follows:

- a. Patrol Deputy - Central District.
- b. Responding to citizen complaints.
- c. Enforcement of various laws.
- d. Traffic safety.
- e. Community policing.

3. How often has this employee been: LATE 0 ABSENT 1

4. What would you say are this employee's greatest assets?

Prior police experience, enthusiasm toward self-initiated  
activity.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

none noted at this time.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

None noted at this time.

7. What do you feel about this employee's:

ATTITUDE: very good

MORALE: very good

8. Overall, do you feel this employee will make a positive addition to this department?  
BE SPECIFIC - WHY OR WHY NOT?

Deputy Achtyl is already a positive addition. He is  
enthusiastic toward his duties and has progressed well regarding  
paperwork and policies and procedures. He is willing to learn.

8. Please list other supervisors that know and work with this employee:

Sgt. C. Trzewieczynski

Lt. G. Horton

Sgt. K. DePerno

Sgt. B. Roth

9. Please list other permanent employees that know and work with this employee:

Deputy William Cranston

Deputy John Lake

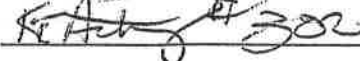
Deputy Shawn Young

Deputy Robert Braeuner

10. Other remarks if necessary:

Completed by: Sgt. M. Rokitka

Date completed: March 22, 2001

Employee Signature: 

ECSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

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DATE MEMO SENT: 03-21-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

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1. I have worked with this employee in the following capacity:

FIRST LINE SUPERVISOR

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2. This employee's tasks have been as follows:

a. Patrol Deputy - Central District.

b. Responding to citizen complaints.

c. Enforcement of various laws.

d. Traffic safety.

e. Community policing.

3. How often has this employee been: LATE 0 ABSENT 1

4. What would you say are this employee's greatest assets?

Prior police experience, enthusiasm toward self-initiated  
activity.

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5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

none noted at this time.

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6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

None noted at this time.

7. What do you feel about this employee's:

ATTITUDE: very good

MORALE: very good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Deputy Achtyl is already a positive addition. He is  
enthusiastic toward his duties and has progressed well regarding  
paperwork and policies and procedures. He is willing to learn.

8. Please list other supervisors that know and work with this employee:

Sgt. C. Trzewieczynski

Lt. G. Horton

Sgt. K. DePerno

Sgt. B. Roth

9. Please list other permanent employees that know and work with this employee:

Deputy William Cranston

Deputy John Lake

Deputy Shawn Young

Deputy Robert Braeuner

10. Other remarks if necessary:

Completed by: Sgt. M. Rokitka

Date completed: March 22, 2001

Employee Signature: 

ECSSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE**  
**EMPLOYEE EVALUATION** 52601

DATE MEMO SENT: April 19, 2001

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:

First Line Supervisor.

2. This employee's tasks have been as follows:

a. Patrol Deputy - Central District.

b. Responding to police related calls.

c. Community Policing.

d. Enforcing various laws.

e. Assisting the public.

3. How often has this employee been: LATE 0 ABSENT 2

4. What would you say are this employee's greatest assets?

Deputy Achtyl is a hard worker with a positive attitude towards his duties and our dept.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

None noted at this time.



6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

None at this time.

7. What do you feel about this employee's:

ATTITUDE: Very good.

MORALE: Very good.

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Deputy Achtyl is a positive addition to our dept. He  
can be counted on to perform duties as expected from an  
experienced officer.

8. Please list other supervisors that know and work with this employee:

Lt. Gary Horton

Sgt. J. Pyjas

9. Please list other permanent employees that know and work with this employee:

Deputy John Lake

Deputy Sean Young

Deputy William Cranston

Deputy Eric Kaderli

10. Other remarks if necessary:

Completed by: Sgt. M. Rokitka

Date completed: April 30, 2001

Employee Signature: 

ECSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

5/28/21

DATE MEMO SENT: 05-18-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:  
First Line Supervisor.

2. This employee's tasks have been as follows:

- a. Patrol Deputy - Elma District
- b. Community Policing
- c. Enforcement of various laws
- d. Assisting the public
- e. Court testimony

3. How often has this employee been: LATE 0 ABSENT 2

4. What would you say are this employee's greatest assets?

Deputy Achtyl is ambitious and has a positive  
attitude.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

none noted.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

None at this time.

7. What do you feel about this employee's:

ATTITUDE: Very Good

MORALE: Very Good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Deputy Achtyl is an asset. He is self-motivated and dependable.

8. Please list other supervisors that know and work with this employee:

Lt. G. Horton

Sgt. J. Pyjas

9. Please list other permanent employees that know and work with this employee:

Deputy S. Young

Deputy J. Weiss

Deputy W. Cranston

Deputy J. Lake

10. Other remarks if necessary:

Completed by: Sgt. M. Rokitka

Date completed: May 24, 2001

Employee Signature:

ECSO-AS10

**ERIE COUNTY SHERIFF'S OFFICE  
EMPLOYEE EVALUATION**

6-26-01  
praz

DATE MEMO SENT: 06-12-01

NAME OF EMPLOYEE: Achtyl, Kenneth

TITLE: Deputy Sheriff Criminal

1. I have worked with this employee in the following capacity:  
First Line Supervisor.

2. This employee's tasks have been as follows:

a. Patrol Deputy - Elma Sub-station

b. Community Policing

c. Responding to citizen complaints

d. Enforcement of various laws

e. Assisting the public

3. How often has this employee been: LATE 0 ABSENT 2

4. What would you say are this employee's greatest assets?

Positive attitude, willingness to learn, prior police  
experience and enthusiasm toward self-initiated activity.

5. What would you say are this employee's greatest drawbacks or problems? Why do you believe these problems exist?

None.

6. Do you feel further training or remedial work is needed? (BE SPECIFIC)

No.

7. What do you feel about this employee's:

ATTITUDE: Very Good

MORALE: Very Good

8. Overall, do you feel this employee will make a positive addition to this department?  
**BE SPECIFIC - WHY OR WHY NOT?**

Deputy Achtyl is an asset to the Afternoon Watch. He can be  
counted on to get the job done and will further improve as he  
receives more training and experience.

8. Please list other supervisors that know and work with this employee:

Lt. G. Horton

Sgt. J. Pyjas

9. Please list other permanent employees that know and work with this employee:

Deputy S. Young

Deputy J. Weiss

Deputy J. Lake

Deputy W. Cranston

10. Other remarks if necessary:

None.

Completed by: Sgt. M. Rokitka

Date completed: June 14, 2001

Employee Signature: Deputy K. Achtyl

ECSO-AS10

11-1A59



## ERIE COUNTY DEPARTMENT OF PERSONNEL

## METHODS RESEARCH QUESTIONNAIRE

The County of Erie is an Equal Opportunity Employer. The attached information is required by State and Federal Regulations for statistical and affirmative action purposes and in no way influences employment prospects. It is separated from your application immediately and is sent to our EEO Office. This information is maintained confidentially and is not available to any employing agency.

EXAM: Announcement Number N/A EXAM DATE N/A

Title of Position: Deputy Sheriff Criminal

Name: Kenneth P. Achtyl Jr

Address: 4056 Harwood Ave Blasdell NY 14219  
(City) (State) (Zip Code)

Social Security Number:

Sex: (Circle): Male Female

Race: (Circle) White Black American Indian Asian American

Hispanic \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Do you have a Disability? (Circle): Yes No

Are you a Vietnam era Veteran? (Circle) Yes No

Recruitment Source: (Check how you became aware of the position)

\_\_\_\_ Erie County Personnel Department

\_\_\_\_ Newspaper

\_\_\_\_ New York State Employment Office

\_\_\_\_ Relative or Friend

\_\_\_\_ Private Employment Office

\_\_\_\_ Government Employee

\_\_\_\_ Social & Fraternal Organizations

\_\_\_\_ Radio and T.V.

Other (please specify) Lateral Transfer

MAIL OR DELIVER TO: ERIE COUNTY DEPARTMENT OF PERSONNEL, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202

## VETERAN'S CREDITS INSTRUCTIONS AND INFORMATION

According to Civil Service Law, additional credits in examinations are granted to successful candidates who have claimed and established status as disabled or non-disabled veterans. These credits are granted on the following basis:

DISABLED VETERANS: 10 points for Open-Competitive Exams  
5 points for Promotional Exams  
NON-DISABLED VETERANS: 5 points for Open-Competitive Exams  
2.5 points for Promotional Exams

These additional credits, which are combined with the final score obtained in the examination, may be granted to **PASSING CANDIDATES** at the time of establishment of the eligible list. Candidates are permitted a minimum period of 60 days from the last filing date to submit veterans credits forms for a particular examination. These forms will be accepted until such time as the eligible list is established. It is the responsibility of the candidate to insure that all required forms are filed timely.

## NON-DISABLED VETERANS

In order to be eligible for additional credits as a non-disabled veteran, you must:

- 1.) Have served on **ACTIVE DUTY** with the Armed Forces of the United States in time of war. War times are defined as follows in accordance with New York State Law:
  - World War II - December 7, 1941 to and including December 31, 1946
  - Korean War - June 27, 1950 to and including January 31, 1955
  - Vietnam - December 22, 1961 to and including May 7, 1975
  - U.S. Public Health Service: - July 29, 1945 to December 31, 1946 or June 27, 1950 to July 3, 1952
  - \* Lebanon - June 1, 1983 - December 1, 1987
  - \* Grenada - October 23, 1983 - November 21, 1983
  - \* Panama - December 20, 1989 - January 31, 1990
  - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)
  - \* Credit for Lebanon, Grenada and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal. Your DD-214 must indicate that you were awarded the expeditionary medal.
- 2.) Have been honorably discharged or released under honorable conditions from such service.
- 3.) Submit a legible photocopy of separation papers each time you apply for an examination (i.e. FORM DD-214 or NAVPERS-553) from the Armed Forces of the United States. **DO NOT SEND ORIGINAL.**

## DISABLED VETERANS

In order to be eligible for additional credits as a disabled veteran, in addition to meeting the requirements of items 1, 2, & 3 listed above, you must also complete, FOR EACH TITLE, Form PO-26 (Authorization For Disability Record), in duplicate and forward BOTH copies immediately to the Regional Office of the United States Veterans Administration where your application for disability pension is on file. Form PO-26 will be mailed to you within two (2) weeks after the examination. The Veterans Administration will retain a copy for its files and will return a copy to this Department for processing. Disabled veterans must have a war-incurred disability of at least ten percent (10%) certified by the Veterans Administration at the time of application for additional credits.

ERIE COUNTY • AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE LAW LIMITS THE USE OF VETERANS' CREDITS TO ONE PERMANENT COMPETITIVE CLASS APPOINTMENT WITHIN NEW YORK STATE.

14. A. Do you claim additional credits as an honorable discharged war veteran for this examination?
1. ☐ YES, AS A NON-DISABLED VETERAN
  2. ☐ YES, AS A DISABLED VETERAN
  3. ☒ NO.

If you checked YES, complete 14B, C, D, and E.

- B. Have you attached a copy of your separation papers to this application?
- YES ☐ NO ☐

- C. Have you previously used veterans' credits to receive a permanent competitive class appointment in the service of the State of New York or any civil division within the State?
- YES ☐ NO ☐

- D. With the exception of the federal service, have you ever been employed by a governmental agency other than Erie County, (e.g., Buffalo, New York State, Office of Court Administration, or another municipality within New York State?)
- YES ☒ NO ☐ If you checked YES, complete the following:

Government Name W. Village of Arcade

Length of Employment from 3/98 to current

Department Police

Your Official Title(s) Police officer

(Attach additional Sheets if necessary)

E. Please print your name here: Kenneth P. Achtyl, Jr

Social Security Number 090 - 70 - 8829

EXAMINATION # AND TITLE: N/A

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 sheets.)

W. H. Stacey  
11/91 - 12/92 RJD Security - Security officer / Antres 134 West Chippewa, Buffalo, NY  
10/91 - 3/92 Millers Greenhouses, Libora, 3240 Webster Rd, Eden NY  
7/91 - 3/92 Tops Markets, Cashier, Camp/Scranton Rd Hamburg NY.  
10/89 - 12/91 Ilio Dipolo's Restaurant, cook, 3785 S. Park Ave, Blasdell NY.  
4/89 - 10/89 Burger King Restaurant, food preparer/cashier Camp/Scranton Rd, Hamburg NY.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

# **ERIE COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT**

NUMBER AND EXACT TITLE OF EXAMINATION OR TITLE OF POSITION APPLYING FOR

Exam Number	Title	Date of Exam
N/A	DEPUTY SHERIFF CRIMINAL	N/A

NOTE: A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EXAMINATION YOU WISH TO TAKE

You must attach a check or money order (payable to the Erie County Department of Personnel) for each examination. Consult the exam announcement for the correct filing fee. There are **NO** refunds.

This application is part of your examination. **Answer all questions fully and carefully.** Print in ink or use typewriter. Attach additional sheets if necessary in order to give complete and detailed information.

1. NAME, MAILING ADDRESS AND PHONE (Please Print)

Achtyl, Jr Kenneth P  
Last Name First M.I.

4056 Harwood Ave  
Street Address

Blasdell NY 14219  
City or Post Office State Zip Code

716 - 828 - 2237  
Phone (Include Area Code) Home: Business:

2. SOCIAL SECURITY NUMBER

090 - 70 - 8829

3. Are you 18 years of age or older? ☒ Yes ☐ No  
If minimum and/or maximum age requirements are established for this position, enter your birth date:

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

4. If you wish to apply for veteran's credits on this examination, check this box and refer to page 4 of this application. ☐

5. If your religion forbids you from taking this examination on a Saturday, check this box. ☐

6. If you need special arrangements to participate in this examination because you are a handicapped person, check this box: ☐  
If you checked the above box, describe the type of assistance you require.

7. Are you a Citizen of the United States? ☒ YES ☐ NO  
If you are not a citizen of the United States, do you have the legal right to accept employment in the United States? ☐ YES ☐ NO  
(Non-Citizens may be required to produce 1-151 or 1-551 Alien Registration Cards at time of appointment.)

DO NOT WRITE IN THIS SPACE

Number \_\_\_\_\_ Approved \_\_\_\_\_

Conditional \_\_\_\_\_ Disapproved \_\_\_\_\_

8. Check appropriate box to the right of each question.

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? ☐ YES ☒ NO
- B. Did you ever resign from any employment rather than face dismissal? ☐ YES ☒ NO
- C. Did you ever receive a Dishonorable Discharge from the armed forces of the United States? ☐ YES ☒ NO
- D. Have you ever been convicted of any crime (felony or misdemeanor)? ☐ YES ☒ NO
- E. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? ☐ YES ☒ NO

If you answered "YES" to any of the Questions 8 A-E above, you may give specifics under "Remarks" on page 4 of this application, if you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information.

**None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.**

9. State your actual permanent legal residence and indicate for how long you have resided there continually, up to and including the date of this application.

NAME	Yrs.	Mos.
School District <u>Frontier</u>	<u>2</u>	<u>6</u>
Village of _____		
Town of <u>Hamburg</u>	<u>3</u>	<u>6</u>
County of <u>Erie</u>	<u>27</u>	<u>6</u>
State of <u>NY</u>	<u>27</u>	<u>6</u>

NOTE: When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplete application may result in its disapproval.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

**THIS AFFIRMATION MUST BE COMPLETED.** I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement, omission or fraud may disqualify me from appointment and/or lead to revocation of my appointment.

Kenneth P. Achtyl 6-1500  
Signature of Applicant Date

Indicate any other name(s) by which you have been known that is necessary to verify former employment and/or education.  
(Please Print)

FOR OFFICIAL USE ONLY:

APPROVED	DISAPPROVED	DATE
VC		
DVC		



DO NOT  
WRITE  
IN THIS  
COLUMN

10. EDUCATION										
If your eligibility for this position is based wholly or in part by college training, a verifying transcript must be submitted prior to appointment <input type="checkbox"/> I have requested my college to send my transcripts to the Erie County Personnel Department <input type="checkbox"/> My transcripts are attached <input checked="" type="checkbox"/> My transcripts are on file with the Erie County Personnel Department										
Have you graduated from high school? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Name and Location of High School <u>Eder Central High</u>										
If you have a high school equivalency diploma, indicate: issuing Government Authority _____ Number _____ Date of Issue _____										
	Name of School and City in which located	Dates of Attendance (Month and Year)	Day or Night	Full or Part Time	No. of Years Credited	Were You Graduated?	Type of Course or Major subject	Number of College Credits Received	Type of Degree	Date Degree Rec'd or Expected
		From To								
College University Professional or Technical School	<u>Erie Community College W. Hamsville, NY</u>	<u>9/91</u> <u>1/94</u>	<u>Both</u>	<u>Full</u>	<u>2.5</u>	<u>Yes</u>	<u>Criminal Justice</u>	<u>75</u>	<u>AAA</u>	<u>1/94</u>
Other Schools or Special Courses	<u>Genesee Community College</u> <u>RPT Police Academy</u> <u>Genesee, NY</u>	<u>1/94</u> <u>1/95</u>	<u>Both</u>	<u>Part</u>	<u>1.0</u>	<u>Yes</u>	<u>Police Academy</u>	<u>9</u>	<u>Cert.</u>	<u>1/95</u>
List typing & Steno Courses here										

11. LICENSES If a license, certificate or the authorization to practice a trade or profession is listed as a requirement on the announcement of the examination for which you are applying, complete the following questions: If not currently licensed check this box. <input type="checkbox"/>				
Name of Trade or Profession	License	Granted by (licensing agency)	City or State of	
<u>Police officer</u>		<u>NYS Division of Criminal Justice</u>	<u>NY</u>	
Specialty	Date License First Issued	Registered	From: (Mo./Yr.)	To: (Mo./Yr.)
	<u>1/95</u>			

12. If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? YES ☒ NO ☐

13. DESCRIBE EXPERIENCE: Beginning with the most recent, describe below in detail ALL employment that is pertinent to the position applied for: If the examination announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work. showing its volunteer nature in the "Earnings" box. Relevant volunteer (unpaid) experience will be considered if verified and fully documented. You are responsible for submitting an accurate, adequate and clear description of your experience. Omission or vagueness will NOT be interpreted in your favor. If you have military service which includes experience pertinent to the position, describe such experience as a separate employment. If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as separate employment. (If more space is needed attach 8 1/2" x 11" sheets of paper.) Under "Duties" for each employment describe the nature of work personally performed by you, with estimated percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.

LENGTH OF EMPLOYMENT	FIRM NAME	ADDRESS	CITY AND STATE
MO YR MO YR			
FROM <u>5/98</u> TO <u>Current</u>	<u>NFTA</u> <u>Transit Police</u>	<u>1404 Main St,</u>	<u>Buffalo NY</u>
EARNINGS (Circle One)	DESCRIBE DUTIES BELOW:		
\$ <u>38,000</u> /WK/MO <input checked="" type="radio"/>	<u>General Police Duties, enforce Law,</u>		
TYPE OF BUSINESS	<u>worked as communications officer.</u>		
YOUR EXACT TITLE	<u>Police officer</u>		
NAME OF YOUR SUPERVISOR	<u>Handle complaints complete necessary</u>		
SUPERVISOR'S TITLE	<u>Paper work</u>		
	<u>chief</u>		
No. of Hours worked per week (exclusive of overtime)	<u>40</u>		
LENGTH OF EMPLOYMENT	FIRM NAME	ADDRESS	CITY AND STATE
MO YR MO YR			
FROM <u>3/98</u> TO <u>Current</u>	<u>Village of</u> <u>Arcade Police Dept</u>	<u>17 Church St</u>	<u>Arcade, NY</u>
EARNINGS (Circle One)	DESCRIBE DUTIES BELOW:		
\$ <u>500</u> /WK/MO <input checked="" type="radio"/>	<u>General Police Duties, enforce Law,</u>		
TYPE OF BUSINESS	<u>Handle complaints / Take reports</u>		
YOUR EXACT TITLE	<u>Police officer</u>		
NAME OF YOUR SUPERVISOR	<u>Civil Service / Police officer</u>		
SUPERVISOR'S TITLE	<u>John Laird</u>		
	<u>Chief</u>		
No. of Hours worked per week (exclusive of overtime)	<u>VARIES</u> <u>(6-20)</u>		

DO NOT  
WRITE  
IN THIS  
COLUMN

LENGTH OF EMPLOYMENT MO YR MO YR FROM 10/97 TO 12/98 EARNINGS (Circle One) \$ <u>VARIED</u> /WK/MO/YR	FIRM NAME <u>Town of Eden Police Department</u> ADDRESS <u>2795 Church St</u> CITY AND STATE <u>Eden, NY</u> DESCRIBE DUTIES BELOW: <u>General Police Duties, enforce Law</u>
TYPE OF BUSINESS <u>Police</u> YOUR EXACT TITLE <u>Part time Police officer</u> NAME OF YOUR SUPERVISOR <u>PAT Howard</u> SUPERVISOR'S TITLE <u>Chief</u> No. of Hours worked per week (exclusive of overtime) <u>VARIED</u>	
LENGTH OF EMPLOYMENT MO YR MO YR FROM 4/96 TO 10/96 EARNINGS (Circle One) \$ <u>VARIED</u> /WK/MO/YR	FIRM NAME <u>City of Salamanca Police Dept.</u> ADDRESS <u>1 Barrett Dr</u> CITY AND STATE <u>Salamanca, NY</u> DESCRIBE DUTIES BELOW: <u>General Police Duties, enforce laws</u>
TYPE OF BUSINESS <u>Police</u> YOUR EXACT TITLE <u>Part time Police officer</u> NAME OF YOUR SUPERVISOR <u>Ed Gimbrone</u> SUPERVISOR'S TITLE <u>Chief</u> No. of Hours worked per week (exclusive of overtime) <u>VARIED</u>	
LENGTH OF EMPLOYMENT MO YR MO YR FROM 1/95 TO CURRENT EARNINGS (Circle One) \$ <u>VARIED</u> /WK/MO/YR	FIRM NAME <u>Village of Gowanda Police Dept</u> ADDRESS <u>27 East Main St</u> CITY AND STATE <u>Gowanda, NY</u> DESCRIBE DUTIES BELOW: <u>General Police Duties, enforce Laws</u>
TYPE OF BUSINESS <u>Police</u> YOUR EXACT TITLE <u>Part time Police Officer</u> NAME OF YOUR SUPERVISOR <u>Sam Castellone</u> SUPERVISOR'S TITLE <u>Chief</u> No. of Hours worked per week (exclusive of overtime) <u>VARIES</u>	
LENGTH OF EMPLOYMENT MO YR MO YR FROM 03/92 TO 5/98 EARNINGS (Circle One) \$ <u>24,000</u> /WK/MO/YR	FIRM NAME <u>Marine Midland Bank</u> ADDRESS <u>1 mmc Drive</u> CITY AND STATE <u>Buffalo, NY</u> DESCRIBE DUTIES BELOW: <u>Bank Teller 03/92 - 12/92</u> <u>Security 12/92 - 5/98</u> <u>Monitor CCTV camera General Building Security enforcement</u>
TYPE OF BUSINESS <u>Bank</u> YOUR EXACT TITLE <u>Security console operator</u> NAME OF YOUR SUPERVISOR <u>John August</u> SUPERVISOR'S TITLE <u>Manager</u> No. of Hours worked per week (exclusive of overtime) <u>40</u>	



**TIMOTHY B. HOWARD**  
UNDERSHERIFF



**TEN DELAWARE AVENUE**  
**BUFFALO, NEW YORK 14202**  
(716) 858-7618  
FAX: (716) 858-7680

**PATRICK GALLIVAN**  
**SHERIFF**

April 23, 1999

**Mr. Leonard R. Lenihan**  
**Commissioner of Personnel**  
**95 Franklin Street**  
**Buffalo, New York 14220**

**RE: ACHTYL JR., KENNETH P.**  
**SS#: 090-70-8829**

Dear Commissioner Lenihan:

The above named individual has recently requested to be transferred into the Erie County Sheriff's Office as a Deputy Sheriff Criminal in the Police Services Division.

Mr. Achtyl is presently working as a Police Officer for the Arcade Police Department. He has been employed with this Department since March of '98. He passed his probationary period September of '98.

Attached you will find a copy of authorization for release of information, and a completed form letter from the Arcade Police Department.

We would like your permission to transfer this individual. It would be greatly appreciated if you would advise me as to whether or not this transfer can take place.

If you have any questions, do not hesitate to contact our Personnel Clerk, Ms. Donna Jusiak, at 858-7905.

Thank you, in advance, for your cooperation in the above matter.

Very truly yours,

**TIMOTHY B. HOWARD**  
**UNDERSHERIFF OF ERIE COUNTY**

*This request is approved*

*Michael J. Eberle*

dmj

cc: **Mr. Michael Eberle**  
**Attachments**

4-28-99

**POLICE SERVICES**  
**CHIEF RICHARD T. DONOVAN**  
One Sheriff's Drive  
Orchard Park, New York 14127  
(716) 662-5554  
FAX: (716) 662-8477

**HOLDING CENTER**  
**SUPT. H. MCCARTHY GIPSON**  
40 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7638  
FAX: (716) 858-7712

**PROFESSIONAL STANDARDS**  
**CHIEF THOMAS R. STAEBELL**  
134 West Eagle  
Buffalo, New York 14202  
(716) 858-8088  
FAX: (716) 858-6630

**CIVIL PROCESS**  
**CHIEF PATRICK G. FLYNN**  
134 West Eagle  
Buffalo, New York 14202  
(716) 858-7606  
FAX: (716) 858-7621

**ADMINISTRATION**  
**CHIEF MICHAEL A. BENSON**  
10 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7630  
FAX: (716) 858-7680



**TIMOTHY B. HOWARD**  
UNDERSHERIFF

**TEN DELAWARE AVENUE**  
**BUFFALO, NEW YORK 14202**  
**(716) 858-7618**  
**FAX: (716) 858-7680**

**PATRICK GALLIVAN**  
**SHERIFF**

**March 12, 1999**

**Arcade Police Department**  
**Personnel Office**  
**17 Church Street**  
**Arcade, New York 14009**

**RE: ACHTYL JR., KENNETH P.**

**To Whom It May Concern:**

The above mentioned individual has applied for a Deputy Sheriff Criminal position with this Office.

We ask that you furnish the following information concerning employment with your Department. Enclosed you will find authorization for release of information.

1. Name: ACHTYL JR., KENNETH P.
2. Social Security #: 090-70-8829
3. Title at time of appointment: Police Officer (part time)
4. Title and number of State Civil Service Examination for eligible list from which appointed: Exam Number 68-799 OC Police Officer
5. Title of current or last position held: Police Officer (part time)
6. Dates of employment with your Office: 3/09/98 to present
7. Duration of Probationary Period: 6 months
8. Did applicant successfully complete this probationary period: Yes X No

**POLICE SERVICES**  
**CHIEF RICHARD T. DONOVAN**  
One Sheriff's Drive  
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(716) 662-5554  
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**ADMINISTRATION**  
**CHIEF MICHAEL A. BENSON**  
10 Delaware Avenue  
Buffalo, New York 14202  
(716) 858-7630  
FAX (716) 858-7680

Achtyl Jr., Kenneth P.

-2-

March 12, 1999

9. If yes, please state date of completion: 9/09/98

10. Overall attendance record:

     below average      average      above average   x   excellent

11. Has Mr. Achtyl been the subject of any disciplinary action while in your employment? If so, please describe briefly:

NO

12. Is there any disciplinary action or other charge now pending concerning this employee?  
If so, please describe:

None

13. Is Mr. Achtyl currently an employee in good standing with your organization?

Yes   x   No     

COMPLETED BY:

TITLE:

John Lavel  
Chief of Police

DATE: 3/17/99

Please return this information along with a copy of the individuals roster card. If you have any questions, or need any assistance, please do not hesitate to contact our Personnel Clerk, Ms. Donna Jusiak, at (716) 858-7805.

Sincerely,



TIMOTHY B. HOWARD  
UNDERSHERIFF OF ERIE COUNTY

dmj  
Enclosure



**TIMOTHY B. HOWARD**  
UNDERSHERIFF

TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202  
(716) 858-7618  
FAX: (716) 858-7680

**PATRICK GALLIVAN**  
SHERIFF

April 23, 1999

Mr. Leonard R. Lenihan  
Commissioner of Personnel  
95 Franklin Street  
Buffalo, New York 14220

RE: **ACHTYL JR., KENNETH P.**  
SS#: 090-70-8829

Dear Commissioner Lenihan:

The above named individual has recently requested to be transferred into the Erie County Sheriff's Office as a Deputy Sheriff Criminal in the Police Services Division.

Mr. Achtyl is presently working as a Police Officer for the Arcade Police Department. He has been employed with this Department since March of '98. He passed his probationary period September of '98.

Attached you will find a copy of authorization for release of information, and a completed form letter from the Arcade Police Department.

We would like your permission to transfer this individual. It would be greatly appreciated if you would advise me as to whether or not this transfer can take place.

If you have any questions, do not hesitate to contact our Personnel Clerk, Ms. Donna Jusiak, at 858-7905.

Thank you, in advance, for your cooperation in the above matter.

Very truly yours,

**TIMOTHY B. HOWARD**  
UNDERSHERIFF OF ERIE COUNTY

dmj

cc: **Mr. Michael Eberle**  
Attachments

**POLICE SERVICES**  
CHIEF RICHARD T. DONOVAN  
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**TIMOTHY B. HOWARD**  
UNDERSHERIFF



TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202-3999  
(716) 858-7618  
FAX (716) 858-7680

**PATRICK GALLIVAN**  
**SHERIFF OF ERIE COUNTY**

**January 13, 2000**

**Mr. Kenneth P. Achtyl Jr.**  
**4056 Harwood Avenue-Right**  
**Blasdell, New York 14219**

**Dear Mr. Achtyl:**

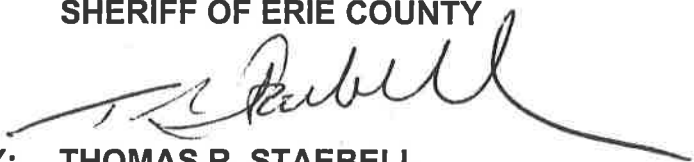
**You have been scheduled to appear for a polygraph test on Tuesday, February 1, 2000 at 10:00 a.m. for the position of Deputy Sheriff Criminal in the Police Services Division of the Erie County Sheriff's Office. You are to report to Detective Dennis Rankin who is located in the Professional Standards Unit, 4th Floor, at 134 West Eagle.**

**Be advised that the completion of this polygraph test does not insure you a position with this office.**

**If you have any questions regarding this test, or cannot keep the appointment, do not hesitate to contact Ms. Donna Jusiak at 858-7805.**

**Very truly yours,**

**PATRICK GALLIVAN**  
**SHERIFF OF ERIE COUNTY**

  
**BY: THOMAS R. STAEBELL**  
**CHIEF/ADMINISTRATIVE SERVICES**

**dmj**  
**cc: Detective Dennis Rankin**



**WYOMING COUNTY CIVIL SERVICE PERSONNEL OFFICER**  
P.O. Box 145 18 LINWOOD AVENUE, WARSAW, NEW YORK 14569

FORM MSD 434

**CERTIFICATION OF ELIGIBLES**

TO: JOHN LAIRD, CHIEF OF POLICE  
VILLAGE OF ARCADE  
ARCADE, N.Y. 14009

FROM: SALLY WING, PERSONNEL OFFICER  
WYO. CO. CIVIL SERVICE  
WARSAW, N.Y. 14569

WHITE COPY: RETURN TO CSO

CANARY COPY: APPOINTING OFFICER RETAIN

PINK COPY: CSO FILE COPY

RETURN THIS FORM ON OR BEFORE MARCH 26, 1998

TITLE  POLICE OFFICER		LOCATION  VILLAGE OF ARCADE		EXAM NUMBER  68-799 0C	
DURATION 0 - 40 HRS. WK. WITH <input checked="" type="checkbox"/> PERMANENT POTENTIAL TO FULL-TIME <input type="checkbox"/> TEMPORARY FOR _____		SALARY  \$9.97/HR.		DATE OF CERTIFICATION  FEBRUARY 25, 1998	
NAME AND ADDRESS	FINAL EXAM RATING*	SENIORITY/ VETERANS CREDITS	REPORT OF ACTION	SALARY	EFFECTIVE DATE OF APPOINTMENT
KENNETH P. ACHTYL, JR. 90 4056 HIRRWOOD AVE. BLASDELL, N.Y. 14214 RES: 828-2237			Appointed  6 Months Probation	\$9.97 Per hour	3/09/98
THIS CANDIDATE HAS PASSED ALL OF THE AGILITY AND PHYSICAL TESTS.					

\*FINAL RATING INCLUDES ANY VETERAN OR DISABLED VETERAN CREDITS SHOWN  
**READ CAREFULLY INSTRUCTIONS ON OTHER SIDE OF THIS FORM**

Very truly yours

Appointing Officer: John LairdTitle: Chief of PoliceDate: 3/04/98

Personnel Officer

Sally Wing

## **EMPLOYEE FINGERPRINT POLICY**

All prospective employees of the Erie County Sheriff's Office must be fingerprinted and have a criminal history completed by the Division of Criminal Justice Services of Albany.

The prospective employee will have three (3) print cards completed by the Sheriff's identification Unit at 134 West Eagle, 1st Floor. This procedure will occur when the individual reports for a background investigation.

The prospective employee will provide the office taking the prints with a U.S. POSTAL MONEY ORDER FOR \$50.00 MADE OUT TO THE DIVISION OF CRIMINAL JUSTICE SERVICES.

This fee cannot be waived.

The officer taking the prints will send the following to Albany:

- |    |                   |                                 |
|----|-------------------|---------------------------------|
| 1. | FORM D.C.J.S. -   | 4 NON CRIMINAL FINGERPRINT CARD |
| 2. | FORM F-d/F.B.I. - | APPLICANT FINGERPRINT CARD      |
| 3. | FORM D.C.J.S. -   | 1216 TRANSMITTAL FORM           |

The fingerprint card F-d/353 (PERSONAL IDENTIFICATION) will be forwarded to the Internal Affairs Unit.

NAME OF  
PROSPECTIVE EMPLOYEE:

Kenneth P Achtyl

TITLE:

Deputy Sheriff Criminal  
(Transfer)

DATE PRINTS COMPLETED:

10-5-99

PRINTS COMPLETED BY:

J Schumann

---

Office use: Please return form to Administrative Services when completed.

ECSO-AS25

# Central School Board



This is to certify that

**Fremeth Paul Achtl, Jr.**

has completed the course of study prescribed by the Board of Education  
for Graduation and is therefore entitled to this

**Diploma**

Given at Eden, New York, this 23rd day of June, 1991.

*Ernie A. Nella*

PRESIDENT OF BOARD

*Paul J. Kurling*

PRINCIPAL

*Donald R. Fagette*

SUPERINTENDENT

# Green Central School

Awards This



Certificate To

Ken Acerra

In Recognition Of Achieving A  
Varsity Letter Award In

Football

During The 1990 Season



Paul D. Ludwig  
High School Principal

Thomas M. Starn  
Director of Athletics

Ray Mack  
Head Coach



EDEN CENTRAL SCHOOL  
3200 US 1001 NEW ROAD  
EDEN NY 14057

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
LANGUAGE ARTS 7	1	87	75		85	
READING 7	1	79	75		78	
SOC STUDIES 7	1	86	84		85	
BIOLOGY 7	1	81	82		81	
HEALTH 7	1	79	89		81	
MATH 7	1	74	77		75	
HOME SKILLS 7	1				90	
TECHNOLOGY 7	1				88	
ART 7	1				84	
MUSIC 7	1				88	
PHYSICAL ED 7	1	81			81	
TOTALS: ABS		ILL.			TDY.	81.88
DATE LEFT	08					

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
ENGLISH 8	1	80	72		78	
READING 8	1	82			81	
SOC STUDIES 8	1	84	86		84	
SCIENCE 8	1	82	74		80	
MATH 8	1	78	65		75	
HOME SKILLS 8	1	84	60		79	
TECHNOLOGY 8	1	88	89		88	
MUSIC 8	1				70	
PHYSICAL ED 8	1	80			80	
NYS PCT WRITING					P	
TOTALS: ABS	16	ILL.			TDY.	79.84
DATE LEFT						

EDEN CENTRAL SCHOOL  
EDEN, N. Y.

## PERSONALITY RATINGS

(1) PARTICIPATION IN DISCUSSION  
(SELF-INITIATED)

- 1 Always involved, often initiates discussion  
 2 Usually participates  
 Often participates  
 Occasionally participates  
 Seldom participates  
 Not applicable

## (2) INVOLVEMENT IN CLASSROOM ACTIVITIES

- 3 Very high in all activities  
 Active, usually shows genuine interest  
 Mild, politely attentive  
 Languid, attention often wanders  
 Distracted, does other things during class  
 Vacillates greatly

## (3) INTEREST IN INDEPENDENT STUDY

- Considerable study and major project(s)  
 2 Considerable study or major project(s)  
 Some study and minor project(s)  
 Some study or minor project(s)  
 No evidence of independent study  
 1 Not applicable

## (4) EVENNESS OF PERFORMANCE

- Exceptionally consistent  
 3 Even, varies no more than one grade  
 Slightly uneven, often varies one grade  
 Uneven, often varies two grades  
 Erratic, performance fluctuates markedly

## (6) DEPTH OF UNDERSTANDING

- Excellent insight  
 3 Good understanding  
 Some insight  
 Little insight  
 Poor understanding  
 Not applicable

## (5) CRITICAL AND QUESTIONING ATTITUDE

- Often challenges  
 3 Sometimes challenges  
 Occasionally is skeptical  
 Sometimes probes  
 Rarely questions  
 Not applicable

## (8) CONSIDERATION FOR OTHERS

- 3 Always considerate of others' rights and feelings  
 Usually considerate  
 Courteous, little evidence of consideration  
 Sometimes inconsiderate  
 Often inconsiderate  
 Inadequate opportunity to observe

## (7) PERSONAL RESPONSIBILITY

- 3 Always accepts fully  
 Usually accepts fully  
 Partially accepts  
 Sometimes refuses  
 Often refuses

## KEY TO MARKING SYSTEM GRADES 9-12

A (100-90) B (89-80) C (79-70) D (69-65) — F 64 —

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
PHYS ED 9B	1				8	100
ENGLISH 9R	1	78	71		76	100
GLOBAL STDS	1	78	88		81	100
SEQ MATH 1A	1	67	81		70	100
EARTH SCIENCE R	1	76		71	74	100R
FRENCH 1	1	79	80		79	100
BASIC TECH DWG	1	73	49		65	100
TOTALS: ABS	21	ILL.			TDY.	03 74.16 6.00
DATE LEFT						

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
PHYS ED 11B	1	85			85	50
HEALTH	1	91	82		88	50
ENGLISH 11R	1	82		69	78	100R
US HIST & GOV	1	84		80	83	100R
SEQ MATH 2	1	71		44	65	100
FRENCH 3	1	78	ABS		78	100
KEY-KEY APPLIC	1	70	73		71	50
ACCOUNTING	1	83	91		86	100
FOOD PREP	1	92	89		91	50
TOTALS: ABS	11	ILL.			TDY.	10 79.23 7.00
DATE LEFT						

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
PHYS ED 12B	1				C	
ENGLISH 10R	1	76	87		80	100
GLOBAL STDS 2	1	88		81	86	100R
SEQ MATH 1B	1	71		83	75	100R
BIOLOGY	1	78		84	80	100R
FRENCH 2	1	76	82		77	100
CERAMICS 1	1	86	88		86	50
CERAMICS 2	1	85	90		85	50
MAT PROC/METALS	1	77	70		75	100
Driver Ed. (8/89)					89	50
TOTALS: ABS	13	ILL.			TDY.	02 79.78 7.50
DATE LEFT						

NAME ACHTYL KENNETH

COURSE	L	CLASS AVE	LOCAL EXAM	REG. EXAM	FINAL MARK	UNITS
PHYS ED 12B	1	86			86	50
ESSEN WRITING	1	72	59		67	50
MYTHOLOGY	1	88	77		84	50
ECONOMICS	1	84	68		79	50
PARTIC GOV	1	87	84		86	50
SEQ MATH 2	1			42	65	00
BUS AN/COMP APP	1	84	86		85	100
TOTALS: ABS	10	ILL.			TDY.	09 77.00 3.50
DATE LEFT						

JOHANNES W. FINDEISEN  
GUIDANCE COUNSELOR



# ERIE COMMUNITY COLLEGE

NORTH

UNDER THE SUPERVISION OF

STATE UNIVERSITY OF NEW YORK

ON THE RECOMMENDATION OF THE FACULTY  
AND BY VIRTUE OF THE AUTHORITY VESTED IN THEM  
THE TRUSTEES OF THE COLLEGE HAVE CONFERRED ON

KENNETH P. ACHTYL, JR.

THE DEGREE OF

ASSOCIATE IN ARTS

CRIMINAL JUSTICE

AND HAVE GRANTED THIS DEGREE AS EVIDENCE THEREOF  
GIVEN IN THE COUNTY OF ERIE IN THE STATE OF NEW YORK  
IN THE UNITED STATES OF AMERICA

JANUARY 7, 1994

*Sharon M. Diet*  
CHAIRPERSON, BOARD OF TRUSTEES



*Ken M. Ricci*  
PRESIDENT

# ERIE COMMUNITY COLLEGE - TRANSCRIPT

STUDENT

HIGH SCHOOL

MAJOR CRIMINAL JUSTICE AA  
MATRICULATED 91/FA  
BIRTH DATE 12/25/72  
WITHDREW

ACHIVL, KENNETH PAUL  
9731 NEW OREGON ROAD  
EDEN, NY 14057  
NORTH 090-70-8829

EDEN JR SR HIGH SCHOOL  
EDEN, NY  
1991

0118410

FALL 1991

SPRING 1993

600	BUSINESS LAW I	E	3.0	PV 110	ETHICS	B	3.0
110	COLLEGE COMPOSITION	B-	3.0	CH 130	UNDERSTANDING DRUGS	A	3.0
170	CRIMINAL LAW	B	4.0	BI 107	HUMAN BIOLOGY	E+	3.0
160	CRIME & SOCIETY	B	3.0	PE 220	PE III/SELF DEFENSE	B	1.0
100	INTRO TO SOC 1	C+	3.0	MT 112	SURVEY OF MATH	B-	3.0

ATT	TRANS	CR	CMP	CR	CALC	Q	PTS	QPA				
6.00	0.00	16.00	16.00	45.00	2.81	SEM	13.00	0.00	13.00	13.00	42.00	3.23

SPRING 1992

SUMMER 1 1993

100	GENERAL PSYCHOLOGY	B	3.0	60 102	AMERICAN GOV'T II	B+	3.0
111	COMP & INTERP OF LIT	B	3.0	60 101	AMERICAN GOVERNMENT	B+	3.0
110	CIVIL PRACTICE	B-	3.0				
210	LEGAL BIBLIOGRAPHY	C-	1.0				
200	ACCT. PRINCIPLES I	C-	4.0				

ATT	TRANS	CR	CMP	CR	CALC	Q	PTS	QPA
6.00	0.00	14.00	14.00	34.36	2.45	SEM	6.00	0.00

FALL 1993

100	CRITICAL THINKING	A	3.0	PH 120	ENVIRONMENTAL SCI.	A	3.0
103	MICROECONOMICS	B	3.0	PE 202	PHYSICAL FITNESS I	A	1.0
102	MACROECONOMICS	C	3.0	CR 300	DEVIAANT BEHAVIOR	A	3.0
150	INTRO CRIM JUSTICE	B	3.0	CR 260	CRIM COURTS/PROCD.	A	4.0
102	COLLEGE ELEM ALGEBRA	C	0.0	BI 169	NUTRITION FOR LIVING	B-	3.0

ATT	TRANS	CR	CMP	CR	CALC	Q	PTS	QPA	SEM	14.00	0.00	14.00	14.00	52.01	3.71
2.00	0.00	12.00	12.00	36.00	3.00	CR	ATT	TRANS	CR	CMP	CR	CALC	Q	PTS	QPA

CUM	75.00	0.00	75.00	75.00	229.35	3.05
-----	-------	------	-------	-------	--------	------

OFFICIAL TRANSCRIPT  
NOT VALID WITHOUT SEAL  
AND SIGNATURE OF REGISTRAR

REGISTRAR

*Samuel P. Palumbo*

MAJOR CRIMINAL JUSTICE AA  
MATRICULATED 91/FA  
BIRTH DATE 12/25/72  
WITHDREW  
ACHTYL, KENNETH PAUL  
9731 NEW OREGON ROAD  
EDEN, NY 14057  
NORTH 090-70-8829  
0118410  
EDEN JR SR HIGH SCHOOL  
EDEN, NY  
1991

\*\*\*\*\*  
ASSOC OF ARTS GRANTED, JAN. 1994  
PROGRAM OF STUDY - CRIMINAL JUSTICE AA  
CREDITS - 75.00 GPA - 3.05  
\*\*\*\*\*

OFFICIAL TRANSCRIPT  
NOT VALID WITHOUT SEAL  
AND SIGNATURE OF REGISTRAR

REGISTRAR

*Samuel P. Polunin*

Kenneth P. Achtyl Jr.  
4056 Harwood Ave  
Blasdell, NY 14219  
(716)828-2237

**OBJECTIVE**

To complete a civil service lateral transfer and obtain a position as a Erie County Sheriffs Deputy.  
Currently certified by the NYS Municipal Police and Training Council.

**EDUCATION**

Buffalo Police Academy, Buffalo, NY  
Completed February 1997

Course: Breathalyzer Operator  
Successfully completed and certified by the NYS  
Municipal Police and Training council to operate a  
Breathalyzer instrument.

R.P.T.I. Police Academy  
Genesee Community College, Batavia, NY  
Graduated January 1995 with honors. (Academic Achievement Award).

GPA: 92.2% - Ranked second among thirty recruits.  
N.Y.S. Municipal Police Training Council Certification.

Training: Basic police officer training - 489 hours.  
On the job training with the Town of Eden Police  
Department - 120 hours.

Courses: Firearms instruction - range qualified; emergency  
vehicle operation, radar certification, arson and  
accident investigation, N.Y. Penal Law, Criminal  
Procedure Law, Vehicle & Traffic Law, first aid & CPR,  
domestic violence, Mental Hygiene law, defensive  
tactics, arrest techniques, and numerous other related  
courses. Oleoresin Capsicum Spray, ASP Expandable and  
tactical Baton certified.

Erie Community College, Williamsville, NY  
Graduated December 1993

Degree: Associate in Applied Arts

Major: Criminal Justice

GPA: 3.0

Courses: N.Y. Criminal Courts & Procedures, N.Y. Penal Law,  
Deviant Behavior, Understanding Drugs, Crime and  
Society, N.Y.. Criminal Law, Psychology and Sociology.  
Science, Math, and English Courses. related courses.

**CAREER ACHIEVEMENTS**

April 1998 - 1997 Erie County STOP-DWI Award Recipient  
January 1995 - Graduated 2nd Place from the Police Academy  
Academic Achievement Award. GPA 92.2%

Kenneth P. Achtyl, Jr.

Page 2

CAREER RELATED WORK EXPERIENCE:

NFTA Transit Police, 1404 Main St., Buffalo, NY 14209.

Position: Police Officer

Duties: General police duties and routine patrol functions. Arrest violators of the law and local ordinances. Assist and Protect users of the Transit Authority systems including Metro Rail and Buses, Buffalo and the Niagara Falls airports, the bus terminal and small boat harbor. Protect other authority property. General Dispatch functions including answering phones, CPS computer inquiries, monitoring cameras, computer mapping systems and other computer alarm systems.

May 1998 - Present

Village of Arcade Police, 17 Church St., Arcade, NY 14009

Position: Police Officer

Duties: Routine patrol duties. Respond to complaints and emergencies. Complete necessary reports. Traffic control and enforcement. Handle criminal investigations. Arrest violators in accordance with the laws of NY State and village ordinances. Book prisoners. Provide other community services. Certified NYSPIN computer operator.

March 1998 - Present

Village of Gowanda Police, 27 East Main St., Gowanda, NY

Position: Police Officer

Duties: Routine patrol duties. Respond to complaints and emergencies. Complete necessary reports. Traffic control and enforcement. Handle criminal investigations. Arrest violators in accordance with the laws of NYS State and village ordinances. Provide other community services. Foot patrol. Data entry of police reports. CPS and NYSPIN computer certified.

January 1995 - Present

Eden Police, 2795 East Church St., Eden, NY, 14075.

Position: Police Officer

Duties: Respond to complaints and emergencies, complete necessary reports, traffic control and enforcement. Arrest violators in accordance with the laws of NY State and Town Ordinances. Investigate crimes, book prisoners, and complete routine patrol duties. Assist in special details, Stop DWI roadblocks and other community related events. Also work as a desk officer answering phones, including 911 emergency lines. Dispatch information to patrol officers. NYSPIN, CPS, and a in house computer operator. Prior positions Dispatcher & Reserve Officer.

October 1991 - January 1999

Kenneth P. Achtyl, Jr.

Page 3

CAREER RELATED WORK EXPERIENCE (Cont.):

City of Salamanca Police, 1 Barrett Dr, Salamanca, NY, 14779.

Position: Police Officer & Court Security officer

Duties: Respond to complaints and emergencies, complete necessary reports, traffic control and enforcement. Arrest violators in accordance with the laws of NYS and City Ordinances. Investigate crimes, book prisoners, and complete routine patrol duties. Worked as a desk officer answering phones, including 911 emergency lines. Dispatch information to patrol officers. Certified NYSPIN computer operator.

April 1996 to October 1996.

Marine Midland Bank, One Marine Midland Dr., Buffalo, NY, 14240

Position: Security Console Operator

Duties: Write necessary reports, maintain logbooks, answer phones and enact upon various situations. Operate a closed circuit camera system and Computer camera system. Handle a variety of branch and building alarms across NY. Supervise contracted roving security officers.

December 1992 - Present.

OTHER WORK EXPERIENCE

Marine Midland Bank, Buffalo, NY

Position: Bank Teller

Duties: Accept and process customer transactions.

March 1992 - December 1992

Ilio DiPaolo's Restaurant, 3785 South Park Ave, Blasdell, NY 14219

Position: Dishwasher / Closing Cook

Duties: Dishwasher, promoted to a Pizza Maker and Cook.

October 1989 - September 1991

UNPAID WORK EXPERIENCE

East Eden Fire Department, Eden, NY

Position: Volunteer Fireman

Qualifications: NY State Fire Training Essentials Certification.

Duties: Respond to calls relating to Department functions. Operation of departmental vehicles and equipment.

June 1991 - November 1998

Eden Emergency Squad, Eden, NY

Qualifications: Completed NYS First responder Course.

Completed Red Cross Community CPR, and Monthly training

Duties: Provide necessary care to sick or injured persons before the arrival of the ambulance, and in the rear of the ambulance while enroute to the hospital.

Assist in rescue situations. Operated Vehicles.

January 1993 - April 1996



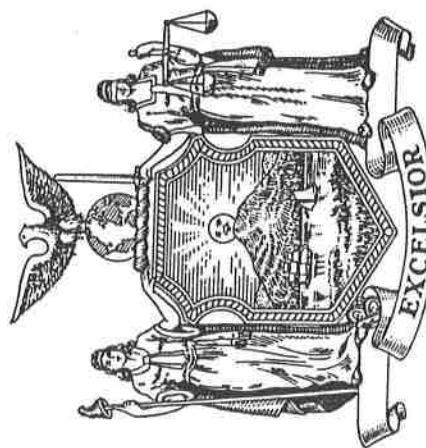
# MUNICIPAL POLICE TRAINING COUNCIL

## STATE OF NEW YORK

DIVISION OF  
**CRIMINAL  
JUSTICE  
SERVICES**



**BUREAU FOR  
MUNICIPAL  
POLICE**



Be it hereby known that

KENNETH P. ACHTYL, JR

has successfully completed the

BASIC COURSE FOR POLICE OFFICERS

which satisfies the minimum  
criteria established by the

Municipal Police Training Council

CONDUCTED AT GENESEE COMMUNITY COLLEGE  
BATAVIA, NEW YORK

MAY 3, 1994 - JANUARY 13, 1995

*Richard D. Argentieri*

Director of Criminal Justice  
and Commission

*Steve L. Whitman*

Chairman, Municipal Police  
Training Council

*John W. Heritaye*

Deputy Commissioner, Division of  
Criminal Justice Services

# MUNICIPAL POLICE TRAINING COUNCIL

## STATE OF NEW YORK

Be it hereby known that

KENNETH P. ACHTYL JR.

has successfully completed the

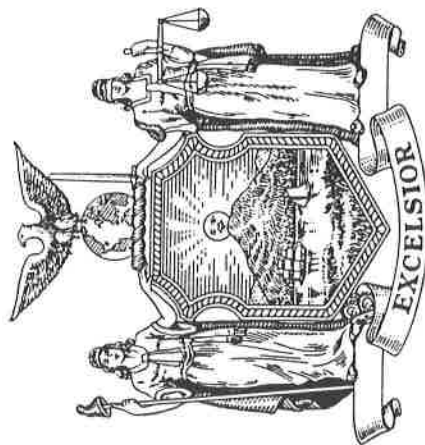
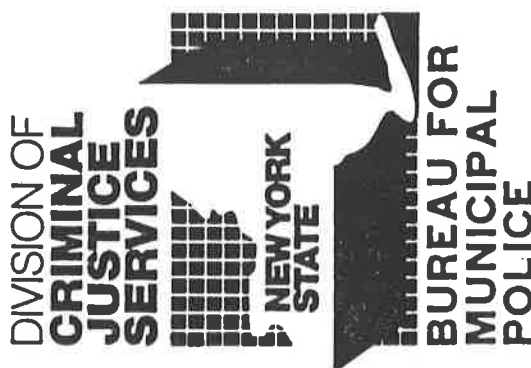
BASIC RADAR CLASS

which satisfies the minimum  
criteria established by the  
Municipal Police Training Council

RURAL POLICE TRAINING INSTITUTE

BATAVIA, NEW YORK

JUNE 23, 1994- JULY 14, 1994



*Richard D. Gagliardi*

Director of Criminal Justice  
and Commission

*James L. Whitman*

Chairman, Municipal Police  
Training Council

*John W. Heritage*

Deputy Commissioner, Division of  
Criminal Justice Services

State of New York  
Office of Public Safety  
Municipal Police Training Council

Hereby Acknowledges and Declares that

*Kenneth P. Achtyl*

is certified as a

*Breathalyzer Operator  
Buffalo Police Department Training Academy  
Buffalo, New York  
February 18, 1997 to February 21, 1997*

*E R Hallman*

Edward R. Hallman  
Executive Deputy Commissioner

*Mark L. Whitman*

Mark L. Whitman  
Chairman  
Municipal Police Training Council

*Stephen M. Bernardi*

Stephen M. Bernardi  
Deputy Commissioner  
Office of Public Safety



**Genesee Community College**  
Center for Business and Community Education  
**RURAL POLICE TRAINING INSTITUTE**

hereby awards this

**Certificate of Completion**

to

***Kenneth P. Achtyl, Jr.***

for satisfactory completion of the 489-hour

**1994-95 BASIC COURSE FOR POLICE OFFICERS**

presented this 13th day of January, 1995.



*Douglas C. Brooks*

Douglas C. Brooks, Coordinator  
Rural Police Training Institute



*Barry Carigen*

Barry Carigen, Chairman  
Midwestern New York State  
Law Enforcement Training Council

GENESEE COMMUNITY COLLEGE  
Center for Business and Community Education

**RURAL POLICE TRAINING INSTITUTE**  
1994-95 Basic Course Training Commentary

TO: Town of Eden Police Department  
FROM: Doug Brooks, Coordinator  
DATE: February 4, 1995  
RE: Training Commentary on **Kenneth P. Achtyl, Jr.**

The above named officer attended the Rural Police Training Institute 1994-95 Basic Course held at Genesee Community College from May 3, 1994 through January 13, 1995.

The officer's achievements in this program are as follows:

1. Classroom Notebook (based on three of four notebook checks): **Satisfactory**
2. Notebook Grade (based on four notebook checks): **102%**
3. Attendance: **Attended 477 out of total 489 hours.**
4. Firearms: **89.2%**
5. Academic Average: **92.22%**
6. Responding to Emergencies/CPR: **84%**
7. ASP/Tactical Baton: **Satisfactory**
8. Arrest Techniques: **Satisfactory**
9. Oleoresin Capsicum (OC/CAP) Stun Training: **Satisfactory**
10. Supervised Field Training: **Satisfactory**
11. Classroom Attitude: **Good**
12. Physical Fitness Final Exam: **89%**
13. Radar Operator Course (32 hours): **Attended and certified**
14. Ranked **2** out of 30 recruits.
15. Comments: **2nd Place Academic Award**

# GENESEE COMMUNITY COLLEGE

## Rural Police Training Institute

hereby presents this

# Certificate of Completion

to


*Kenneth P. Achtyl, Jr.*

for satisfactory completion of the

**Oleoresin Capsicum (OC/CAP Stun)**

portion of the RPTI Basic Course  
this 13th day of January, 1995.



  
David C. Webster, Instructor

  
David P. Linder, Instructor



# GENESEE COMMUNITY COLLEGE

## Rural Police Training Institute

hereby presents this

# Certificate of Completion

to

*Kenneth P. Achtyl, Jr.*

for satisfactory completion of the

**American Red Cross First Aid,  
Responding to Emergencies,  
and Adult CPR Training**

portions of the RPTI Basic Course  
this 13th day of January, 1995.



*Kathleen K. VanEarden*  
Kathleen K. VanEarden, Instructor

*Douglas C. Brooks*  
Douglas C. Brooks, Coordinator  
Rural Police Training Institute



**ASP**

## TACTICAL BATON

KENNETH P. ACHTYL, JR.

Awarded in Recognition of technique, ability and knowledge that have been demonstrated  
and tested in a competency based training program for the  
ASP Tactical Police Baton sanctioned by the  
Training and Certification Section of  
ARMAMENT SYSTEMS and PROCEDURES, INC

Awarded in Yorkshire, NY on October 8, 1994.

*Donald L. Roegner*  
DONALD L. ROEGNER  
President

*David P. Linder*  
David P. Linder  
Certified Instructor  
ASP Tactical Baton

U.S. IMMIGRATION AND

INS DOCUMENT



NATURALIZATION SERVICE

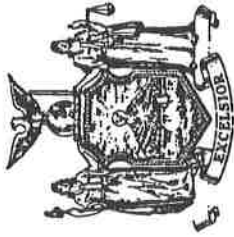
TRAINING SEMINAR

**Certificate of Completion**  
**Presented to**  
**Kenneth Achtyl**  
**for Satisfactory Completion of the**  
**Buffalo District INS Document Training**

  
John J. Ingham  
District Director

# New York State Commission of Correction

Albany



New York

This Certifies That

Kenneth Achtyl, Jr.


Has satisfactorily completed 8 hours of

Suicide Prevention/Crisis Intervention

training sponsored by the New York State

Commission of Correction and, therefore, is awarded this diploma.

Given this 13th day of April Nineteen hundred and ninety seven.

  
Chairman/Commissioner  
N. Y. S. Commission of Correction

  
Chief Correctional/Police Administrator



# ERIE COUNTY CENTRAL POLICE SERVICES

BE IT HEREBY KNOWN THAT

KENNETH P. ACHTYL, JR.

HAS SUCCESSFULLY COMPLETED

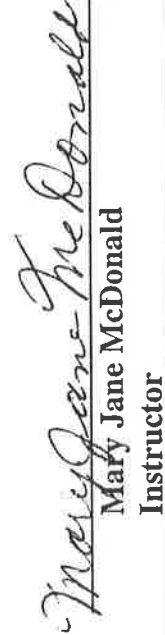
THE ERIE COUNTY CENTRAL POLICE SERVICES

EMPIRE COMMUNICATIONS NETWORK DISPATCHER TRAINING II CLASSES



June 24, 1998

  
John N. Cardarelli  
Commissioner

  
Mary Jane McDonald  
Instructor





State of New York  
County of Erie



Niagara Frontier  
Transportation Authority

## Oath of Office

*I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of patrolman or officer of the Niagara Frontier Transportation Authority Police Department, according to the best of my ability.*

ATTEST:

Christina M. Haggerty  
CHAIRMAN

Signature Kenneth P. Achtyl, Jr.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 5th DAY OF May, 19 98

Christina M. Haggerty

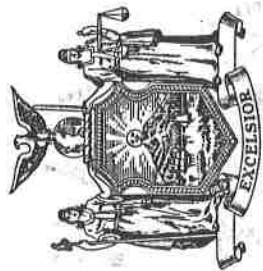
NOTARY PUBLIC  
**CHRISTINA M. HAGGERTY**  
Notary Public, State of New York  
No. 01HA4778288

Name Kenneth P. Achtyl, Jr.

Address 4056 Harwood Avenue

Blasdell, New York 14219

Commission Expires Dec. 31, 1998



# New York State Assembly Certificate of Merit

*The Assembly of the State of New York, in recognition of the achievement of*

**KENNETH ACHTYL**

**ERIE COUNTY STOP-DWI AWARD**

*hereby presents this Certificate of Merit.*

Date APRIL 24, 1998

A handwritten signature in cursive script, reading "Richard A. Smith".

**RICHARD A. SMITH  
MEMBER OF ASSEMBLY**

# Certificate of Recognition

We hereby present

Kenneth Achtyl, Jr.

with this certificate acknowledging your  
achievement and contribution

Eden Police Dept. 2 yrs.

Awarded on this 23rd day of October 1993

Patricia Howard





# State of New York

## Fire Training Certificate

KENNETH P. ACHTYL JR.

*is hereby awarded this Certificate signifying the completion of the*

FIREFIGHTING ESSENTIALS COURSE #0461

*in the Standardized Fire Training Program, totalling 39 hours*

*of Instruction. Attested to this 1st day of December 19 91*

*Murray G. Dumas*

GOVERNOR  
STATE OF NEW YORK

*Ed S. Staffin*

SECRETARY OF STATE

*Jim A. M. Long*

STATE FIRE ADMINISTRATOR  
OFFICE OF FIRE  
PREVENTION AND CONTROL

*Charles John Schwaib*

STATE FIRE INSTRUCTOR

# Eden Emergency Squad

BE IT KNOWN THAT

*Kenneth Achtyl*

HAS SUCCESSFULLY COMPLETED  
THE NECESSARY REQUIREMENTS OF THE  
Eden Emergency Squad  
AND IS HEREBY RECOGNIZED AS

A MEMBER

WITH ALL THE RIGHTS  
AND PRIVILEGES OF THIS ORGANIZATION.

  
DIRECTOR OF OPERATIONS

1994  
YEAR

  
PRESIDENT



SENATOR DALE M. VOLKER

# *Certificate of Merit*

presented to

POLICE OFFICER KENNETH ACHTYL

1997 STOP DWI AWARD RECIPIENT

April 24, 1998

Date



Senator Dale M. Volker  
New York State Senate  
59th District



**PATRICK M. HOWARD**  
Chief of Police

## Eden Police Department



"As the twig is bent  
so grows the tree"

July 15, 1997

To Whom It May Concern:

I am pleased to provide this character reference for Kenneth P. Achtyl. He has been an acquaintance of mine for several years and in that time I have found him to be hard working, and both reliable and resourceful. I have noticed that he is very personable and of high moral character.

Ken possesses the drive and stamina to be successful. He has the potential to become a very real asset to any organization with which he may be associated, and it is a pleasure to recommend him to you for any endeavor he may pursue.

Respectfully,

Patrick M. Howard  
Chief of Police



P. O. Box 156  
2795 East Church Street • Eden, New York 14057  
716-992-9211



*Ilio*  
**DiPaolo's Restaurant and  
Ringside Lounge**

*A Family Restaurant with a Gourmet Touch • Banquet Facilities*

July 20, 1997

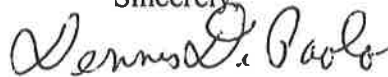
To Whom It May Concern:

It is my pleasure to submit this letter of recommendation for Kenneth Achtyl. Kenneth was employed at our restaurant from 1989 – 1991, he started out as a dishwasher and because of his enthusiasm and good work habits, he was elevated to work Take out and the Pizza Department. Again, he did very well with his new position and was promoted to the Cooking Staff. Kenneth always gave 100% to whatever job he was given. His work ethics were commendable, he was always on time, his appearance was always neat and groomed, he got along very well with his co-workers, he was a very responsible and reliable employee.

We enjoyed having Kenneth work at our restaurant, and I believe he would be an asset to any company or organization.

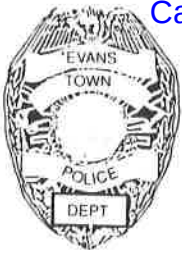
Please feel free to call me at 716-825-3675

Sincerely,



Dennis DiPaolo, Owner/Mgr.





## TOWN OF EVANS POLICE DEPARTMENT

8787 ERIE ROAD

ANGOLA, NEW YORK 14006

**EMERGENCY 911**



ROBERT N. FERGUSON  
Chief of Police

January 22, 1998

716-549-3600  
FAX 716-549-6089

Officer Kenneth Achtyl  
Eden Police Department  
2795 East Church Street  
Eden, NY 14057

Dear Officer Achtyl:

On behalf of the Evans Police Department, I would like to extend my sincere appreciation to you for the assistance you rendered to Officer DiMartino of the Evans Police Department on January 20, 1998 as he was making a DWI arrest. Officer DiMartino reported that the subject was resisting apprehension and that your assistance prevented the incident from escalating further.

It is reassuring to know that we can count on the Eden Police Department for backup and as always I appreciate your efforts on our behalf.

You are a credit to your Department and the law enforcement community. Thank you again.

Sincerely,

A handwritten signature in cursive script that reads "Robert N. Ferguson".

Robert N. Ferguson  
Chief of Police

RNF:ss

cc: Chief Howard, Eden PD



**TIMOTHY B. HOWARD**  
UNDERSHERIFF

**TEN DELAWARE AVENUE**  
**BUFFALO, NEW YORK 14202**  
**(716) 858-7618**  
**FAX: (716) 858-7680**

**PATRICK GALLIVAN**  
**SHERIFF**

**February 23, 1999**

**Mr. Kenneth P. Achtyl Jr.**  
**4056 Harwood Avenue**  
**Blasdell, New York 14219**

**Dear Mr. Achtyl:**

**Enclosed you will find an application for a Deputy Sheriff Criminal position located in the Police Services Division of the Erie County Sheriff's Office. Please complete and return this application to the Administrative Services Division, attention Donna Jusiak/Personnel Clerk. Note that this application must be notarized in two sections, second and last page, or it will be returned.**

**Also, enclosed is a form regarding our prospective employee fingerprint policy. All prospective employees of this office must be fingerprinted. In the near future you will be notified to appear for a background investigation with our Office of Professional standards Unit. When you report for this investigation, you must have in your possession the above-mentioned form, and a U.S. POSTAL MONEY ORDER FOR \$50.00, MADE OUT TO THE DIVISION OF CRIMINAL JUSTICE SERVICES.**

**Be advised that the completion of this application and investigation does not insure you an appointment with our agency.**

**If you have any questions, please do not hesitate to contact me at 858-7805.**

**Very truly yours,**

**PATRICK GALLIVAN**  
**SHERIFF OF ERIE COUNTY**

**BY: *Donna M. Jusiak***  
**DONNA M. JUSIAK**  
**PERSONNEL CLERK**

**dmj**  
**Enclosures**

**POLICE SERVICES**  
**CHIEF RICHARD T. DONOVAN**  
**One Sheriff's Drive**  
**Orchard Park, New York 14127**  
**(716) 662-5554**  
**FAX: (716) 662-8477**

**HOLDING CENTER**  
**SUPT. H. McCARTHY GIPSON**  
**40 Delaware Avenue**  
**Buffalo, New York 14202**  
**(716) 858-7638**  
**FAX: (716) 858-7712**

**PROFESSIONAL STANDARDS**  
**CHIEF THOMAS R. STAEBELL**  
**134 West Eagle**  
**Buffalo, New York 14202**  
**(716) 858-8088**  
**FAX: (716) 858-6630**

**CIVIL PROCESS**  
**CHIEF PATRICK G. FLYNN**  
**134 West Eagle**  
**Buffalo, New York 14202**  
**(716) 858-7606**  
**FAX (716) 858-7621**

**ADMINISTRATION**  
**CHIEF MICHAEL A. BENSON**  
**10 Delaware Avenue**  
**Buffalo, New York 14202**  
**(716) 858-7630**  
**FAX (716) 858-7680**



**PATRICK GALLIVAN**  
SHERIFF

**TIMOTHY B. HOWARD**  
UNDERSHERIFF



**ADMINISTRATIVE OFFICES**

TEN DELAWARE AVENUE  
BUFFALO, NEW YORK 14202-3999  
(716) 858-7618  
FAX: (716) 858-7680

**POLICE SERVICES**

ONE SHERIFF'S DRIVE  
ORCHARD PARK, NEW YORK 14127  
(716) 862-5554  
FAX: (716) 862-8477

**SHERIFF OF ERIE COUNTY**

**June 9, 2000**

**Mr. Kenneth P. Achtyl Jr.**  
4056 Harwood Avenue-Right  
Blasdell, New York 14219

**Dear Mr. Achtyl:**

I am pleased to advise you that your appointment with the Erie County Sheriff's Office as a "Contingent-Permanent" Deputy Sheriff Criminal, with the Police Services Division, will begin on Monday, June 26, 2000, pending the outcome of your medical examination and urinalysis test.

You are to report in to our Training Director David P. Koteras, who is located at our Chestnut Ridge Facility, 1 Sheriff's Drive, Orchard Park, New York, no later than 7:45 a.m. on the aforementioned date for orientation & training.

Please complete the enclosed forms and return them, in person, to our Personnel Clerk, Ms. Donna Jusiak, who is located at 10 Delaware Avenue, Buffalo, New York. You will then have your Employee I.D. Card processed. Please contact Ms. Jusiak at 858-7805 for an appointment.

Be advised that the Retirement Application must be notarized and Section 14 through 16 must be completed in order for the paperwork to be submitted to Erie County Personnel for processing for you to be placed on active pay status. Your health and dental coverage will take effect on August 1, 2000.

If you have any questions regarding your employment, or the enclosed, please do not hesitate to contact Ms. Jusiak.

**Achtyl Jr., Kenneth P.**  
**June 8, 2000**  
**Page 2**

**We wish you the very best, and hope that you enjoy your relationship with our office.**

**Very truly yours,**

A handwritten signature in dark ink, appearing to read 'Patrick Gallivan', followed by a horizontal line.

**PATRICK GALLIVAN**  
**SHERIFF OF ERIE COUNTY**

**dmj**

**cc: Chief Richard T. Donovan**  
**Chief Michael A. Benson**  
**Training Director David P. Koterak**  
**201 File**

**POLICE SERVICES DIVISION**  
**PERSONNEL RECORD FOR NEW HIRE**

---

EMPLOYEE NAME:                     ACHTYL JR., KENNETH P.                    

ADDRESS:                     4056 HARWOOD AVE-RIGHT                    

                    BLASDELL NY 14219                    

HOME PHONE #:                     828-2237                    

DATE OF BIRTH:                     12-25-72                    

SOCIAL SECURITY #:                     090-70-8829                    

DATE OF APPOINTMENT:                     JUNE 26, 2000                    

TITLE OF POSITION:                     DEPUTY SHERIFF CRIMINAL                    

TYPE OF APPOINTMENT:                     CONTINGENT-PERMANENT                    

REMARKS:                     

ECSO-AS26

# ERIE COUNTY SHERIFF'S OFFICE

## ORAL REVIEW

NAME: KENNETH P. ACHTYL JR.

DATE: 5/25/99

## A P P E A R A N C E

(5.) EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

1. POOR

## D E M E A N O R

(5.) EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

1. POOR

### Raters

### COMMENTS:

Mr. Achtyl Jr. appears mature  
and has goals set. There is a question  
about being P/T and would going to a  
full-time civil service. He checked and  
stated the E.C. Sec. said it was okay. It  
rec. his hiring.

Signature [Signature]

# ERIE COUNTY SHERIFF'S OFFICE

## ORAL REVIEW

NAME: KENNETH ACHTYL JR.

26 YRS

DATE: 5-25-99

## A P P E A R A N C E

5. EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

1. POOR

## D E M E A N O R

5. EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

1. POOR

Raters

COMMENTS: Good background & experience - Showed  
nervousness but controlled it good. Would  
make a good candidate. Wore glasses & might  
not pass eye. Hand working & good comman  
sere.

Robert T. D.

Signature



## ERIE COUNTY SHERIFF'S OFFICE

### ORAL REVIEW

NAME: KENNETH P. ACHTYL, Jr.

DATE: 5/25/99

### A P P E A R A N C E

5. EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

1. POOR

### D E M E A N O R

5. EXCELLENT

4. VERY GOOD

3. GOOD

2. FAIR

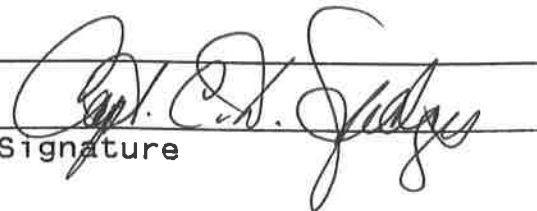
1. POOR

Raters

COMMENTS: POISED, GOOD EXPERIENCE & WORK ETHIC.

ACCEPTABLE CANDIDATE FOR LATERAL IF PART-TIME  
STATUS & VISION CHECK OUT O.K. WOULD BE DEDICATED  
EMPLOYEE IF HIRED.

Signature



ERIE COUNTY SHERIFF'S DEPARTMENT

MEMORANDUM

TO: Sheriff Patrick Gallivan  
FROM: Chief Richard T. Donovan *rtc/pp*  
DATE: May 26, 1999  
SUBJECT: LATERAL TRANSFER CRIMINAL DEPUTY SHERIFF POSITIONS

---

On May 25, 1999, we interviewed four applicants that are interested in lateral transfers into our department. The interview panel consisted of Captain Charles Hedges, Captain John Gourlay and myself.

Several questions presented itself regarding lateral transfers, and these particular applicants. The questions are listed below as they pertain to each individual:

BRENDAN CONNELLY

This applicant was rejected from the State Police as a result of not being able to pass the eye examination. Our question is, does a lateral transfer have to pass the same physical examination including a restriction on corrective vision?

Other than that, he was an acceptable candidate.

DEAN SCIRRI

Mr. Scirri was an impressive candidate. He presently works for the City of Tonawanda as a Police Dispatcher and we do not feel as though that qualified him for a lateral transfer. In addition, he is a part time officer with the Village of North Collins. This does not appear to be a Civil Service position and we are not sure that he would qualify for a lateral transfer.

MARK CATUZZA

Mr. Catuzza does not have 60 credit hours, and as such we do not feel he would be eligible. He also had a suspension from his job with the Village of Fishkill and suffered a license suspension for failure to pay a fine while he was a police officer. We do not feel Mr. Catuzza is a good candidate at this time.

Page Two  
May 26, 1999  
Lateral Transfer Positions

KENNETH ACHTYL, JR.

Mr. Achtyl is presently a full time police officer with the Niagara Frontier Transit Police. He also is a part time police officer with the Village of Arcade, which he states is a Civil Service position even though it is part time. Mr. Achtyl also indicated he has spoken with Mr. Michael Eberle, Erie County Personnel, who informed him that as long as he holds a Civil Service position, even if it is part time, he would qualify for a lateral transfer.

Mr. Achtyl is a good candidate and should be considered for appointment if in fact he is eligible. However, Mr. Achtyl has corrected vision and there is some concern on whether he can pass the eye examination.

jb  
enclosures

cc: Undersheriff Timothy B. Howard

**OFFICE USE**

Raw Score \_\_\_\_\_  
 Conversion  
 Index      x      .57  
 Final Score \_\_\_\_\_

**(PATROL)**  
**STANDARDIZED PERFORMANCE**  
**APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

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- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, K.      Date: 01-26-2003      Division Patrol  
 Rank: Deputy Sheriff      Evaluation:      Assignment  
 SSN#: 090-70-8829      Semi      Afternoon Watch  
 Appt. Date:

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

1. Policies and Procedures 1 2 3 4 5 6 7
2. Major Issues 1 2 3 4 5 6 7
3. Application of Issues 1 2 3 4 5 6 7
4. Assigned Area 1 2 3 4 5 6 7

**Comment:** Deputy is well rounded in these areas.**II. PRODUCTIVITY**

5. Problem Solving 1 2 3 4 5 6 7
6. Self-initiated Activity 1 2 3 4 5 6 7
7. Alertness 1 2 3 4 5 6 7
8. Safety Procedures 1 2 3 4 5 6 7

**Comment:** Deputy is an active officer.**III. COMMUNICATION**

9. Oral Expression 1 2 3 4 5 6 7
10. Written Expression 1 2 3 4 5 6 7
11. Timeliness 1 2 3 4 5 6 7
12. Accuracy 1 2 3 4 5 6 7

**Comment:** Reporting is accurate and timely.**IV. ATTITUDE**

13. View of Assignment 1 2 3 4 5 6 7
14. Acceptance of Criticism 1 2 3 4 5 6 7
15. Citizen Contacts 1 2 3 4 5 6 7
16. Departmental Members 1 2 3 4 5 6 7

**Comment:** Deputy has a good attitude.**V. GENERAL**

- A. Appearance 1 2 3 4 5 6 7
17. Uniform/Clothing 1 2 3 4 5 6 7
18. Grooming 1 2 3 4 5 6 7

**B. Attendance**

19. Tardiness 1 2 3 4 5 6 7
20. Sick Leave 1 2 3 4 5 6 7

**Comment:** Never late, nine sick incidents- 21 days (mostly family illness and maternity absence)**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_



OFFICE USE

## VI. PERFORMANCE.

21. Non-Stress Conditions	1	2	3	4	5	6	7
22. Stress Conditions	1	2	3	4	5	6	7
23. Equipment Knowledge/Use	1	2	3	4	5	6	7
24. Inter-personal Transaction	1	2	3	4	5	6	7
25. Planning and Organization	1	2	3	4	5	6	7

Comment: Deputy performs well on a daily basis.

Average \_\_\_\_\_

Areas of most acceptable performance — specify: Deputy Achtyl is an experienced and active officer. He handles his duties with little supervision and sets an example for newer officers to follow. He is reliable.

Areas where improvement in performance is necessary or possible (even if currently) — specify: Less sick leave.

Justifications: Listed in Sections I thru VI above.

Date: 02-11-2003

Sgt. M. Rokitka

Supervisor's Signature

Kerant P. Aase

Member's Signature

1st Line Review			2nd Line Review		
Agree	Disagree	Score	Agree	Disagree	Score

- [illegible]

Comment (1st Line Review) \_\_\_\_\_

Date 2/13/03

*Capt J. Conner*  
First Line Signature

Comment (2nd Line Review) \_\_\_\_\_

Date 2/13/03

Second Line Signature

## OFFICE USE

Raw Score 113  
 Conversion Index x .57  
 Final Score 64

(PATROL)  
**STANDARDIZED PERFORMANCE  
 APPRAISAL SYSTEM**

This standardized performance appraisal process has been developed and shall be instituted utilizing the following rating procedures:

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- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

### RATING SCALE SCORING

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, K. Date: 08-26-2001 Division Patrol  
 Rank: Deputy Sheriff Evaluation: Annual x Assignment  
 SSN#: 090-70-8829 Semi — Afternoon Watch  
 Appt. Date: June 26, 2000 Patrol Svcs.

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

1. Policies and Procedures 1 2 3 4 5 6 7
2. Major Issues 1 2 3 4 5 6 7
3. Application of Issues 1 2 3 4 5 6 7
4. Assigned Area 1 2 3 4 5 6 7

**Comment:** Deputy is aware of his responsibilities.  
Knows his assigned area well.

**II. PRODUCTIVITY**

5. Problem Solving 1 2 3 4 5 6 7
6. Self-initiated Activity 1 2 3 4 5 6 7
7. Alertness 1 2 3 4 5 6 7
8. Safety Procedures 1 2 3 4 5 6 7

**Comment:** Deputy is safety conscious, and a  
"go getter".

**III. COMMUNICATION**

9. Oral Expression 1 2 3 4 5 6 7
10. Written Expression 1 2 3 4 5 6 7
11. Timeliness 1 2 3 4 5 6 7
12. Accuracy 1 2 3 4 5 6 7

**Comment:** Deputy has adjusted to our policies  
and communicates at an acceptable level.

**IV. ATTITUDE**

13. View of Assignment 1 2 3 4 5 6 7
14. Acceptance of Criticism 1 2 3 4 5 6 7
15. Citizen Contacts 1 2 3 4 5 6 7
16. Departmental Members 1 2 3 4 5 6 7

**Comment:** Deputy has an excellent attitude and  
gets along with citizens and co-workers.

**V. GENERAL**

- ~~A. Appearance 1 2 3 4 5 6 7~~
17. Uniform/Clothing 1 2 3 4 5 6 7
18. Grooming 1 2 3 4 5 6 7

**B. Attendance**

Deputy looks good.

19. Tardiness 1 2 3 4 5 6 7
20. Sick Leave 1 2 3 4 5 6 7

**Comment:** Never late, three sick days.

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	4	5	6	7
22. Stress Conditions	1	2	3	4	5	6	7
23. Equipment Knowledge/Use	1	2	3	4	5	6	7
24. Inter-personal Transaction	1	2	3	4	5	6	7
25. Planning and Organization	1	2	3	4	5	6	7

**Comment:** Deputy performs his duties at an acceptable level regardless of the situation.

Average \_\_\_\_\_

Areas of most acceptable performance — specify: Deputy Achtyl has an excellent attitude and strives to improve his performance. His prior police experience has been an asset toward his performance in our unit. He is reliable, accepts criticism as a means of improving, and is willing to perform any task he is directed to do. He is an asset to our unit.

Areas where improvement in performance is necessary or possible (even if currently) — specify:  
None noted.

Justifications: Listed in Sections I thru VI above.

Date: August 26, 2001

Sgt. M. Rokitka

Supervisor's Signature

Deputy K. Achtyl

Member's Signature



1st Line Review			2nd Line Review		
Agree	Disagree	Score	Agree	Disagree	Score

- 1) Policies and Procedures
- 2) Major Issues
- 3) Application of Issues
- 4) Assigned Area
- 5) Problem Solving
- 6) Self-Initiated Activity
- 7) Investigative Skills
- 8) Safety Procedures
- 9) Oral Expression
- 10) Written Expression
- 11) Timeliness
- 12) Accuracy
- 13) View of Assignment
- 14) Acceptance of Criticism
- 15) Citizen Contacts
- 16) Departmental Members
- 17) Uniform/Clothing
- 18) Grooming
- 19) Tardiness
- 20) Sick Leave
- 21) Non-Stress Conditions
- 22) Stress Conditions
- 23) Equipment Knowledge/Use
- 24) Inter-personal Transactions
- 25) Planning and Organization

This image shows a handwriting practice sheet. It features two identical columns of horizontal lines. In each column, a large, stylized letter 'J' is written vertically, spanning most of the height of the column. At the bottom of each column, there is a checkmark symbol, indicating that the letter has been correctly written or practiced.

Comment (1st Line Review) \_\_\_\_\_

I agree completely

Date 8-29-01

First Line Signature

Comment (2nd Line Review) \_\_\_\_\_

Date 9/3/01

Coast J. J. Cousins

**OFFICE USE**

Raw Score

Conversion  
Index  x  .57

Final Score

**(PATROL)**  
**STANDARDIZED PERFORMANCE**  
**APPRAISAL SYSTEM**

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- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: Achtyl, K  
Rank: Deputy  
SSN#: 090-70-8829  
Appt. Date: 6-26-00

Date: 12-28-03  
Evaluation: Annual  
Semi

Division Patrol  
Assignment  
Afternoon Watch

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

1. Policies and Procedures	1	2	3	④	5	6	7
2. Major Issues	1	2	3	④	5	6	7
3. Application of Issues	1	2	③	4	5	6	7
4. Assigned Area	1	2	3	④	5	6	7

**Comment:** \_\_\_\_\_**II. PRODUCTIVITY**

5. Problem Solving	1	2	3	④	5	6	7
6. Self-initiated Activity	1	2	3	4	⑤	6	7
7. Alertness	1	2	3	④	5	6	7
8. Safety Procedures	1	2	3	④	5	6	7

**Comment:** \_\_\_\_\_**III. COMMUNICATION**

9. Oral Expression	1	2	3	④	5	6	7
10. Written Expression	1	2	3	④	5	6	7
11. Timeliness	1	2	3	④	5	6	7
12. Accuracy	1	2	3	④	5	6	7

**Comment:** \_\_\_\_\_**IV. ATTITUDE**

13. View of Assignment	1	2	③	4	5	6	7
14. Acceptance of Criticism	1	2	③	4	5	6	7
15. Citizen Contacts	1	2	3	④	5	6	7
16. Departmental Members	1	2	3	④	5	6	7

**Comment:** \_\_\_\_\_**V. GENERAL**

A. Appearance	1	2	3	④	5	6	7
17. Uniform/Clothing	1	2	3	④	5	6	7
18. Grooming	1	2	3	④	5	6	7

B. Attendance

19. Tardiness	1	2	3	4	5	6	⑦
20. Sick Leave	1	2	3	④	5	6	7

**Comment:** NO LATE, 6 SICK DAYS.**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	④	5	6	7
22. Stress Conditions	1	2	3	④	5	6	7
23. Equipment Knowledge/Use	1	2	3	④	5	6	7
24. Inter-personal Transaction	1	2	3	④	5	6	7
25. Planning and Organization	1	2	③	4	5	6	7

Comment: \_\_\_\_\_

Average \_\_\_\_\_

Areas of most acceptable performance — specify: \_\_\_\_\_

Areas where improvement in performance is necessary or possible (even if currently) — specify: \_\_\_\_\_

Justifications: ~~Articulated in sections I thru VI~~ \_\_\_\_\_

Date: 12-28-03

Sgt. C. Schultz

Supervisor's Signature

Deputy K. Aune

Member's Signature

# **PERFORMANCE EVALUATION COMMAND REVIEW**

**Subject Area/Categories**

**1st Line Review                      2nd Line Review**  
**Agree   Disagree   Score      Agree   Disagree   Score**

1) Policies and Procedures

2) Major Issues

3) Application of Issues

4) Assigned Area

5) Problem Solving

6) Self-Initiated Activity

7) Investigative Skills

8) Safety Procedures

9) Oral Expression

10) Written Expression

11) Timeliness

12) Accuracy

13) View of Assignment

14) Acceptance of Criticism

15) Citizen Contacts

16) Departmental Members

17) Uniform/Clothing

18) Grooming

19) Tardiness

20) Sick Leave

21) -Non-Stress Conditions

22) Stress Conditions

23) Equipment Knowledge/Use

24) Inter-personal Transactions

25) Planning and Organization

Instructions: Indicate any objections or disagreements in the scoring computed by the supervisor in the comment section below. Note the specific category number initially and then specify the issues and remarks substantiating the disagreement and scoring change indicated.

Comment (1st Line Review)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date

12/29/03

First Line Signature

Comment (2nd Line Review)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date

1/12/04

Second Line Signature



**(PATROL)**  
**STANDARDIZED PERFORMANCE**  
**APPRAISAL SYSTEM**

OFFICE USE	
Raw Score	_____
Conversion Index	x .57
Final Score	_____

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- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

**RATING SCALE SCORING**

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "4" of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Division Patrol  
Assignment  
Afternoon Watch

Date: 07-12-2002  
Annual X  
Semi \_\_\_\_\_

Name: ACHTYL, K.  
Rank: Deputy Sheriff  
SSN#: 090-70-8829  
Appt. Date: 06-26-2000

**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

1. Policies and Procedures 1 2 3 4 5 6 7
2. Major Issues 1 2 3 4 5 6 7
3. Application of Issues 1 2 3 4 5 6 7
4. Assigned Area 1 2 3 4 5 6 7

**Comment:** Deputy knows assigned area well,  
is well aware of his responsibilities.

**II. PRODUCTIVITY**

5. Problem Solving 1 2 3 4 5 6 7
6. Self-initiated Activity 1 2 3 4 5 6 7
7. Alertness 1 2 3 4 5 6 7
8. Safety Procedures 1 2 3 4 5 6 7

**Comment:** Deputy is active and safety conscious.

**III. COMMUNICATION**

9. Oral Expression 1 2 3 4 5 6 7
10. Written Expression 1 2 3 4 5 6 7
11. Timeliness 1 2 3 4 5 6 7
12. Accuracy 1 2 3 4 5 6 7

**Comment:** Deputy performs at acceptable  
level in these areas.

**IV. ATTITUDE**

13. View of Assignment 1 2 3 4 5 6 7
14. Acceptance of Criticism 1 2 3 4 5 6 7
15. Citizen Contacts 1 2 3 4 5 6 7
16. Departmental Members 1 2 3 4 5 6 7

**Comment:** Deputy has a good attitude, and seeks  
to improve his performance.

**V. GENERAL**

- A. Appearance 1 2 3 4 5 6 7
17. Uniform/Clothing 1 2 3 4 5 6 7
18. Grooming 1 2 3 4 5 6 7

Deputy looks good.

- B. Attendance
19. Tardiness 1 2 3 4 5 6 7
20. Sick Leave 1 2 3 4 5 6 7

**Comment:** Never late. 15 sick days used in  
calendar year(10 FOR FAMILY ILLNESS-MATERNITY)

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

OFFICE USE

## VI. PERFORMANCE.

21. Non-Stress Conditions	1	2	3	4	5	6	7
22. Stress Conditions	1	2	3	4	5	6	7
23. Equipment Knowledge/Use	1	2	3	4	5	6	7
24. Inter-personal Transaction	1	2	3	4	5	6	7
25. Planning and Organization	1	2	3	4	5	6	7

**Comment:** Deputy performs well on a daily basis.

Average \_\_\_\_\_

Areas of most acceptable performance — specify: Deputy Achtyl has used his prior law enforcement experience, good attitude and knowledge of his area to become a very capable officer. He is an asset to our unit, and he continues to improve his performance. It is a pleasure to work with an officer of this caliber.

Deputy has expressed interest in our U.R.T., and Weight Enforcement Unit.

Areas where improvement in performance is necessary or possible (even if currently) — specify:  
none noted.

Justifications: Listed in Sections I thru VI above.

Date: July 12, 2002

Sgt. M. Rokitka

Supervisor's Signature

Deputy K. Achtyl

Member's Signature

# **PERFORMANCE EVALUATION COMMAND REVIEW**

**Subject Area/Categories**

1st Line Review			2nd Line Review		
Agree	Disagree	Score	Agree	Disagree	Score

1) Policies and Procedures

2) Major Issues

3) Application of Issues

4) Assigned Area

5) Problem Solving

6) Self-Initiated Activity

7) Investigative Skills

8) Safety Procedures

9) Oral Expression

10) Written Expression

11) Timeliness

12) Accuracy

13) View of Assignment

14) Acceptance of Criticism

15) Citizen Contacts

16) Departmental Members

17) Uniform/Clothing

18) Grooming

19) Tardiness

20) Sick Leave

21) Non-Stress Conditions

22) Stress Conditions

23) Equipment Knowledge/Use

24) Inter-personal Transactions

25) Planning and Organization

Instructions: Indicate any objections or disagreements in the scoring computed by the supervisor in the comment section below. Note the specific category number initially and then specify the issues and remarks substantiating the disagreement and scoring change indicated.

Comment (1st Line Review) I agree with Sgt Rahitha's comments

Date \_\_\_\_\_

Lo Sanguin  
First Line Signature

Comment (2nd Line Review) \_\_\_\_\_

Date 7-16-02

Capt J. J. Cousin  
Second Line Signature

2005

OFFICE USE	
Raw Score	_____
Conversion Index	x .57
Final Score	_____

## (PATROL) STANDARDIZED PERFORMANCE APPRAISAL SYSTEM

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- 1) To be completed for all sworn personnel by the immediate supervisor.
- 2) The supervisor will schedule an appointment with the individual to be rated prior to completing the evaluation form. Both Supervisor and subordinate will review and discuss the format and complete the evaluation process together. This allows both individuals to discuss the guidelines and affords the supervisor the opportunity to coach/counsel the individual.
- 3) The supervisor must view each category of evaluation separately and compare the performance of the individual to the standardized guidelines.
- 4) All rating shall be reviewed by the next two (2) levels above the rater (example: lieutenant and captain will review all evaluations of first line deputies under their commander). This review will be done prior to being signed by the individual.
- 5) Evaluations will be completed on an bi-annual basis and/or prior to promotion or transfer, if an evaluation has not been completed within ninety days of such assignment. An evaluation will be completed for any temporary and/or specialized assignment.
- 6) Evaluations of 1 or 7 require that justification section be completed explaining the rational for this rating.

### RATING SCALE SCORING

Score	Explanation
1	— The performance of the individual achieves the performance statements denoted in category "1" of the rating scale.
2	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets less than 50% of the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category #4 of the rating scale.
3	— The performance of the individual exceeds all of the performance statements denoted in category "1" and meets 50% or more of the performance statements denoted in category #4 of the rating scales.
4	— The performance of the individual achieves the performance statements denoted in category "4" of the rating scale.
5	— The performance of the individual exceeds the performance statements denoted in category "4" and meets less than 50% of the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
6	— The performance of the individual exceeds the performance statements denoted in category "4" and meets 50% or more of the performance statements denoted in category "7" of the rating scale.
7	— The performance of the individual achieves the performance statements denoted in category "7" of the rating scale.

Name: KACHYL JR	Date: 06-11-05	Division: Patrol
Rank: Deputy	Evaluation: Annual	Assignment: "C"
SSN#: 09070-8829		
Appt. Date: 06/26/03		



**RATING SCALE**Not Acceptable  
PerformanceAcceptable  
PerformanceSuperior  
Performance

1

2

3

4

5

6

7

**I. KNOWLEDGE**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 1. Policies and Procedures | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Major Issues            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Application of Issues   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assigned Area           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy Achtyl has good knowledge of his assigned district and the people therein

**II. PRODUCTIVITY**

- |                            |   |   |   |   |   |   |   |
|----------------------------|---|---|---|---|---|---|---|
| 5. Problem Solving         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Self-initiated Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Alertness               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Safety Procedures       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy Achtyl always works in a very safe manner.

**III. COMMUNICATION**

- |                        |   |   |   |   |   |   |   |
|------------------------|---|---|---|---|---|---|---|
| 9. Oral Expression     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Written Expression | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Timeliness         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Accuracy           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy Achtyl's reports are accurate and thorough, and submitted in a timely fashion.

**IV. ATTITUDE**

- |                             |   |   |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|---|---|
| 13. View of Assignment      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Acceptance of Criticism | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Citizen Contacts        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Departmental Members    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy Achtyl receives criticism and suggestions in a very positive manner

**V. GENERAL**

- |                      |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|
| A. Appearance        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Uniform/Clothing | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Grooming         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**B. Attendance**

- |                |   |   |   |   |   |   |   |
|----------------|---|---|---|---|---|---|---|
| 19. Tardiness  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Sick Leave | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Comment:** Deputy Achtyl has used four sick days (48 hours) so far this year

**OFFICE USE**

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

Average \_\_\_\_\_

OFFICE USE

## VI. PERFORMANCE

21. Non-Stress Conditions	1	2	3	4	⑤	6	7
22. Stress Conditions	1	2	3	4	⑤	6	7
23. Equipment Knowledge/Use	1	2	3	④	5	6	7
24. Inter-personal Transaction	1	2	3	④	5	6	7
25. Planning and Organization	1	2	3	4	⑤	6	7

**Comment:** Deputy Achtyl consistently performs well.

Average \_\_\_\_\_

Areas of most acceptable performance — specify: Deputy Achtyl knows his assigned district well, and even more important, has an extensive knowledge of the people who reside in and frequent his district.

Areas where improvement in performance is necessary or possible (even if currently) — specify:

None noted

Justifications:

Date: 06/11/2005

*Ch. Arnold L. Clarys*  
 Supervisor's Signature

*Ker-Ang*  
 Member's Signature

1st Line Review			2nd Line Review		
Agree	Disagree	Score	Agree	Disagree	Score

- [illegible]

Comment (1st Line Review) \_\_\_\_\_

Capt T. Flaherty  
First Line Signature

**Comment (2nd Line Review)**

Date \_\_\_\_\_

**Second Line Signature**